



DOCUMENT: *I. T. Committee Charter*

DEPARTMENT: *I. T. Committee*

EFFECTIVITY DATE : *December 2013*

APPROVED BY: *Board of Directors*

REMARKS:

## A. Overview

*MTSLAI established an IT Governance structure to promote and support the effective use of information technology in the Association. The IT Committee will be in-charge with identifying, prioritizing, and proposing strategic IT initiatives that are beneficial to the Association and its members. This charter specifies the purpose, responsibilities, membership, and conduct of MTSLAI's Information Technology.*

## B. Purpose

*The purpose of this Charter is to establish the IT Committee and document the standards by which the IT Committee shall establish policies, standards, and procedures to be enforced throughout the organization and to ensure that all initiatives and proposed projects is in-line with the Association's business goal.*

## C. Policy:

- 1. The IT Committee shall be responsible for creating, publishing, and communicating corporate governance and policies related to information systems.*
- 2. The IT Committee shall incorporate key control items into policies and standards, thereby documenting specific items within corporate policy that the organization is asking all employees to follow.*
- 3. The IT Committee shall send notifications to some or all employees as appropriate when new policies, standards, or procedures are published on the corporate intranet.*
- 4. Receive, review, prioritize and make decisions about proposed IT projects.*
- 5. Allocate resources or make recommendations about resources required to implement proposed IT initiatives.*



**Manila Teachers' Mutual Aid System, Inc.**  
918 United Nations Avenue, Ermita 1000, Manila

Document No.:  
IT.POL.2013-001

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#### **D. Members**

*Members shall be from the Board of Trustees composing of the following:*

1. *One(1) Chairman*
2. *Two(2) Members*

*The Committee may, from time to time, get resource persons from the Department Head or Manager of the Association or from its affiliates.*

#### **E. Schedule of Meetings**

*The IT Committee will meet at least once a month or as often as needed, to accomplish its duties and responsibilities.*



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