

TELLICO VILLAGE PROPERTY OWNERS' ASSOCIATION
INFORMATION TECHNOLOGY ADVISORY COMMITTEE (ITAC) CHARTER

I. AUTHORITY/REPORTING RELATIONSHIP

- A. The Information Technology Advisory Committee (ITAC) is established under Article VI, Section 2 of the By-Laws of the Tellico Village Property Owners Association, Inc. (TVPOA).
- B. The ITAC reports to and takes directions from the TVPOA IT Director

II. MISSION

- A. The Information Technology Advisory Committee (ITAC) is hereby created by the TVPOA Board of Directors (BOD). The ITAC was established to review, evaluate, and recommend technology solutions that enhance the operational efficiency, security, and overall technological advancement of Tellico Village. The committee will ensure that technology investments align with the community's strategic goals and provide value to residents.
- B. The primary role of the ITAC is to function as a liaison and advocate for Tellico Village property owners. The ITAC shall advise the BOD, its designated Executive Officer(s), and where appropriate, the TVPOA Membership. The BOD directs the ITAC to establish a mechanism(s) to report regularly to the BOD and the TVPOA Membership.

III. APPOINTMENT

- A. The ITAC's composition shall be determined by the BOD.
- B. ITAC members shall be TVPOA Members in good standing.
- C. ITAC members shall be appointed by the BOD and shall serve at its pleasure.
- D. ITAC Candidates shall be interviewed by the BOD and/or by their designated representative(s) in which current members of the ITAC are not excluded.
- E. Subcommittees and ad hoc committees deemed necessary to accomplish specific BOD goals may be recommended by the full ITAC committee, subject to BOD approval.
- F. Membership openings shall be published via the Tell-E-Gram and/or other TVPOA outlets as directed by the BOD.

IV. DUTIES and OBJECTIVES

- A. **Assessment and Evaluation:** Conduct regular assessments of existing technology systems and infrastructure.
- B. **Security:** Ensure that all technology solutions adhere to best practices in cybersecurity.
- C. **Recommendations:** Identify areas for improvement and propose enhancements. Provide recommendations for new technology implementations, upgrades, and retirements.

- D. **Research:** Learn about emerging technologies and trends that could benefit Tellico Village.
- E. **Innovation:** Encourage the adoption of innovative technologies that enhance the quality of life in Tellico Village.
- F. **Consultation:** Work with external consultants and vendors as necessary to obtain expert advice. Consult with system users to gain firsthand knowledge of operations and requirements.
- G. **Compliance:** Ensure all technology initiatives comply with relevant laws, regulations, and policies.
- H. **Reporting:** Provide regular reports to the BOD on the status of ITAC projects and initiatives.
- I. **Budgeting:** Assist in the development of the TVPOA technology budget and ensure cost-effective solutions.
- J. **Training:** Promote technology training and support for residents and staff.

V. STRUCTURE

- A. The ITAC shall consist of an odd number of members; The exact number shall be determined by the BOD according to its assessment of the POA's needs.
- B. The ITAC may utilize, with BOD approval, temporary subcommittees and/or ad hoc committees, as needed, to achieve its mission and/or objectives. The ITAC shall oversee the operations of the above-mentioned sub-committees. Membership on these sub-committees shall consist of at least one member of the ITAC, who shall serve as its Chair, and TVPOA Members in good standing possessing critical skills to successfully complete the specific task(s). There are no restrictions on how the ITAC fills the membership of such committees.
- C. The BOD shall assign one of its own or a designated Executive(s) to serve as liaison between the BOD and the ITAC.
- D. Other members of the BOD may, with the approval of the BOD, serve on the Committee, albeit with no special authority unless otherwise conferred by the BOD.

VI. MEETINGS

- A. The ITAC shall meet in an open forum. The frequency and timing of meetings shall be at the ITAC Chair's discretion. ITAC meetings, including time and place, shall be announced via the Tell-E-Gram and/or other TVPOA outlets no less than one week prior to the meeting. Minutes of ITAC meetings will be published on the ITAC's portal within the TVPOA's website and/or in media designated by the BOD or its designated Executive(s). Sensitive information concerning data or technology security may be omitted from the minutes published for public access. A full and unredacted version of the minutes will be provided to the BOD to be viewed and/or distributed at their discretion.
- B. The ITAC may meet in executive or special session to take up matters where public participation may compromise its discussions. Such meetings will be called by the ITAC

Chair. Minutes of these meetings shall be recorded and maintained by the ITAC Secretary or Pro-Tem Secretary for review by the BOD if requested.

- C. Other open forum meetings may be called where a quorum of at least five voting members is not required at the ITAC Chair's discretion or as directed by the BOD. Such meetings will be announced at least one week in advance via Tell-E-Gram and/or other TVPOA outlets.

VII. LIMITATIONS

- A. The ITAC is not a governing body. The ITAC shall not independently formulate and implement Tellico Village policy, issue directives, exercise approval authority, or assume a superior position to the BOD or TVPOA's management.
- B. The ITAC shall not serve as a check-on, evaluator of, or perform oversight of the Board or TVPOA managerial authority/performance.
- C. The ITAC shall not act independently or outside the scope of its responsibility, nor shall it act contrary to established BOD and TVPOA goals.
- D. The ITAC shall not supervise, hire, fire, or discipline employees of the TVPOA.
- E. The ITAC shall not negotiate or contract with third parties, nor shall it incur unauthorized expenses on behalf of the TVPOA or otherwise obligate or commit funds of the TVPOA.
- F. The ITAC shall maintain the confidentiality of all proprietary information of the TVPOA or furnished to the TVPOA.

VIII. DISPUTE RESOLUTION

- A. Any disagreements or disputes within the ITAC or between the ITAC and POA management shall be brought to the BOD for final resolution.

IX. REPORTS

- A. On occasion, the ITAC will be requested to furnish oral or written reports to the Board or to POA Membership in a manner directed by the BOD.
- B. The ITAC shall keep minutes of all meetings.

X. MISCELLANEOUS

- A. In the event the TVPOA BOD requests additional information, research, travel, reports, or other tasks beyond this Charter, the BOD will supply the ITAC with the necessary staff and/or financial assistance to accomplish these tasks. Any financial expenses must be approved in advance by the TVPOA BOD or the TV CEO.