

Town of Lyman

Committee Project Statement

IT Committee

Enacting Provisions

The Information Technology (IT) Committee is established under the appointing authority of and accountable to the Town of Lyman Select Board. It shall function as stipulated in its purpose and in accordance with Municipal Charter and state statute.

Composition

Members shall be appointed and/or reappointed by the Select Board with consideration of their expertise in information technology and related fields.

The committee shall consist of seven to nine members all serving a three-year term, in which terms shall be staggered or varied in accordance with Municipal Charter. Members can apply to be reappointed.

The Committee shall elect from within its members a Chair and a Correspondence Secretary.

Purpose of the Committee

The IT Committee shall provide advisory support to special projects related to information technology including assistance with establishing strategic plans, principles and policies. The IT Committee may support other committees with livestreaming/recording public meetings.

The Select Board may call to action the IT Committee to respond to delegated tasks at the Boards discretion, in so far as, it is related to information technology.

General Provisions

The Committee shall meet at least one time per year to fulfil its duties of electing a Chairperson and Correspondence Secretary.

The Committee shall hold all meetings open to the public and ensure adequate notification is published in accordance with state statute.

On matters pertaining to delegated tasks, special projects and/or review of strategic plans and policies the Committee shall provide to the Select Board their recommendations in writing, which will be subject to final approval of the Board.

All records created and/or obtained by the Committee are under ownership of the Town of Lyman and must be submitted to the Town for records retention.

The Committee shall uphold the requirements of Municipal Charter and applicable state statutes regarding municipal functions of government.

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Budget Line

Funding is pending Town appropriation for each fiscal year. Pending appropriations, funding availability to the committee will be under the budget line identified as "Committees" which is established for all committees to be used as necessary. Request for expenditure shall be in writing and is subject to the approval of Town Manager. In the interim of Town Manager, the Select Board will serve as the authorizing body.

Funding requests in excess of the authorizing power of the Town Manager/ Select Board will be subject to appropriation by Town Meeting.