

Cypress Strand Condominium Association

Technology Committee Charter

October 15, 2019

WHEREAS, The Board has recently approved the contract for redesign of the Cypress Strand Website; and

WHEREAS, the Board of Directors believes it is in the best interests of the Association to form a committee to assist the Board in the management of the website design and, upon successful design, assist the Board in the management and operation of the website,

IT IS THEREFORE RESOLVED, that the Board of Directors of the Association hereby establishes the Cypress Strand Technology Committee (CSTC) pursuant to this Charter as follows:

1. **Mission.** The mission of the Technology Committee shall be to monitor and assist in the design of the new website and provide the necessary maintenance of items for posting and removal of the site in a timely manner once it is designed. The Technology Committee will maintain the security of Cypress Strand Condominium Association passwords and other technology related systems including the e-blast system, ticket system and pool/clubhouse security system and others as directed by the Board of Directors.
2. **Number of Members.** The Committee shall have three members, which includes one Board member.
3. **Appointment/Removal of Members.** The Board of Directors shall appoint a director as the chair who will select members from volunteers. In the event there are more than two volunteers, the remaining volunteers shall be retained on a waiting list and serve as alternates to selected committee members. They may be selected as committee members by the chairperson as vacancies occur. The chairperson may select one committee member to serve as co-chair and act as directed in his/her absence
4. **Term.** Members of the Committee serve at the discretion of the Board of Directors and may be removed by a majority vote of the Board of Directors. The Committee will function for a term until the end of the fiscal year from the date of establishment by the board.
5. **Appointment of Chairman.** The Board shall appoint a director to serve as Chairperson for a term of one (1) year.

6. **Responsibilities:** The Technology Committee Chairperson shall assign tasks to committee members as appropriate. The Committee shall assist the development contractor in his efforts of gathering data, documents, etc. Additionally, the Committee will assume responsibility to maintain the website after design
7. **Authorization.** The Technology Committee shall not have authority to commit or expend Association funds and shall not direct the Association Manager. They do not perform contractual functions or direct contract maintenance personnel. They will hold meetings with the development contractor as necessary and report progress to the Board.
8. **Amendment/Revocation.** This Charter may be amended or canceled by the Board of Directors at any time.
9. **Association Documentation.** The Association Manager shall provide the Technology Committee with appropriate documentation necessary to accomplish its tasks.

Dated this 23 day of October 2019

**CYPRESS STRAND CONDOMINIUM
ASSOCIATION, INC.**

Doreen Winger
Doreen Winger, AS SECRETARY