



Technology Committee Charter

Revised: September 2004

Revised: May 2007

Objectives

The Technology Committee is responsible for the **facilitation of development of technology initiatives received from the various committees of OAUG**. Those entities requesting such initiatives are responsible for identifying and/or providing the necessary resources to accomplish such. The Technology Committee shall provide prioritization advice to the Executive Committee regarding OAUG technology projects. The Executive Committee will determine ultimate project prioritization and submit to the Board for final approval.

In addition, committee members will work with Meeting Expectations IT staff from time to time to elaborate user requirement, **monitor** scope, review implementation, recommend solutions, assist with testing, **and monitor the IT budget**. **Representatives from entities with active projects will participate as required to develop and finalize project requirements**. Finally, Committee members are responsible for the ongoing review of ~~designated sections of~~ the OAUG web site, identifying opportunities to add content, remove outdated articles, and suggest improvements.

Skill Sets for Committee Members

Committee Members should be able to express themselves well. Professional experience in Information Technology or project management is not a requirement, as committee members will also be able to participate in content development, or elaborate on user requirements. Other skills required include attention to detail, team work, and an understanding of both the OAUG and Oracle Applications Community activities, and the business applications market generally.

Committee Chair Responsibilities (10 hours per month)

- Create and Communicate meeting agenda
- Maintain records of relevant committee work
- Establish follow-up guidelines with association staff members
- Establish committee goals and direction
- **Be an OAUG Board Member**

Committee Member Responsibilities (5 hours per month)

Meetings will be scheduled as required, and are typically one hour in duration. Committee members are asked to review assigned sections of the web site on a weekly or semi-weekly basis to suggest or edit content. Individual committee members may also volunteer to assist in certain longer term IT projects, which may require an additional time commitment, which will be communicated to committee members when soliciting volunteers. **It is the responsibility of the entity sponsoring each active project to provide a liaison to the Technology Committee to elaborate on and finalize project requirements**. Ad hoc meetings will occur at conferences or as required for specific items. Time required should not be in excess of eight hours per month.

Frequency and Duration of Meetings

- No fewer than six meetings per year
- Maximum of 2 hours per meeting

Committee Structure

- One Committee Chair **who is an OAUG Board Member (elected by committee members and/or ratified by the OAUG Board)**



oracle applications users group

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- ~~One Board Liaison (if Committee Chair is not a Board Member)~~
- Suggested Size of at least five and not more than seven total committee members
- Additional ad hoc project stakeholder participation
- All voting committee members must be members of OAUG