

**ADMINISTRATIVE PROCEDURES**

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| **50.13 Technology Innovation Committee**  | **Issued: December 18, 2018** |

1. PURPOSE

The purpose of the Technology Innovation Committee is to provide the TFS Information Technology Advisory Council a standing committee focused on addressing technology issues and opportunities for improvement.

2. MEMBERSHIP

2.1 The Committee is comprised of members appointed by the Information Technology Advisory Council. The Committee will annually elect one member to serve as chair.

2.2 The Committee may utilize other subject matter experts within the agency to assist on specific issues under review.

1. COMMITTEE RESPONSIBILITIES

The Committee will:

* 1. Research and analyze technology issues or opportunities for improvement.
	2. Develop proposed changes to technology used to deliver agency programs and activities.
	3. Provide advice and recommendations to the Information Technology Advisory Council and to the Communications & Marketing Advisory Council on technology matters.

4. MEETINGS

The Committee will meet as needed. The chair will schedule and facilitate the meetings. The chair will also communicate the Committee recommendations in writing to the Committee members and the Information Technology Advisory Council.

5. REPORTING RELATIONSHIP

 The Committee reports to the Information Technology Advisory Council.

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