



PURPOSE

The Information Management Committee (“Committee”) is responsible for managing all information on behalf of The Sudbury Savoyards, Inc. The Committee’s purpose is to ensure the group has access to current documents, lists, and information for the purpose of carrying out its mission as stated in the Bylaws.

KEY RESPONSIBILITIES

The Information Committee shall perform all duties as requested or required by the Board of Trustees. The Committee shall:

1. Develop and implement information management strategy for The Sudbury Savoyards
2. Maintain online archives and collaboration spaces (using Google Workspace for Nonprofits)
3. Manage email addresses and distribution lists
4. Manage technical aspects of The Sudbury Savoyards’ website
5. Manage technical aspects of online ticketing platform
6. Maintain the list of current members of The Sudbury Savoyards
7. Support yearly voting process
8. Support the work of other committees on development, updates, and maintenance of content
9. The Committee shall review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Board of Trustees for approval.

BOARD COMPOSITION AND TERM LIMITS

The Information Management Committee shall be composed of at least three and not more than eight members. The Committee Chair shall be appointed by the Board of Trustees. Members of the Board will recommend individuals and the Committee will recruit these persons. This is a standing committee with no term limits.

SCHEDULE OF MEETINGS AND MINUTES

The Information Management Committee will meet at least 4 times a fiscal year and hold additional meetings as needed to fulfill its responsibilities as listed above and as called by the Committee Chair.

The Committee shall make regular reports to the Board of Trustees. The Committee shall maintain minutes of its meetings and provide copies of the minutes to the Board upon request.

AUTHORIZATION AND LIMITATIONS OF POWER

The Information Management Committee has no power or authority to act on behalf of the Board of Trustees. The Committee will abide by the provisions in the Bylaws that pertain to the meetings and actions of the Board.

approved by the Board of Trustees January 16, 2025