

1. Title

Information and Communications Technology Team (SI-ICT)

2. Purpose

This team manages the Servas IT infrastructure and system administration. This includes all servers and technology to run the servas.org website, email servers, and other systems used by Servas International.

3. Scope and Responsibilities

- Servers
 - Specify server requirements and architecture
 - Systems administration for all servers
 - System backups
 - System security and monitoring
- Web Services
 - Website hosting
 - Domain name registration and renewals
 - Certificate management and renewals
- Email
 - Scope-appropriate email server
 - Install, maintain, secure and backup email services
- Other Services
 - Development support servers (GIT, Jira, etc)
 - System level support requests
 - System integration requests
(eg - synchronise main contacts from servas.org to email servers)

4. Authority

The team may make decisions on the best technology to use for the various systems, and make purchasing decisions and implement changes.

When changes will impact the overall cost of running the servers, this should be escalated to the MTS team for budget approval.

5. Membership

- Members of the ICT team are invited into the ICT Team by the Membership Technology Secretary (MTS).
- ICT administrators are Servas members that have IT administration skills. They work as a team, sharing the responsibilities based on their skills and experience.
- ICT team members may continue in their role indefinitely,

6. Meeting Procedures

- The team will meet as needed. Often this is 1-1 discussion.
- Discussion and decision via email is acceptable, and is considered a valid meeting.
- Major decisions should be made as a group, taking input from all team members.
- Decisions are made when possible by consensus. The MTS is the final decision maker.

7. Funding

- The ICT requires funding to run the servers and various other technologies in use. This funding must be committed on an ongoing basis.
- Funding is approved by SI Exco, and is part of the yearly budget.
- ICT will provide detailed reports for all expenses to run the systems and services in use. This report is delivered with the MTS report.

8. Reporting

- ICT reports to the SI Membership and Technology Secretary (SI-MTS).
- Reporting should be done on an ongoing basis when significant changes are implemented.

9. Review and Amendments

- The mandate document will be reviewed yearly.
- The mandate document will be updated as needed, based on changes in technology.