

# CODE OF PROCEDURE INFORMATION & TECHNOLOGY COMMITTEE

Approved Special D.E.C. December 2025

**Section 1.** Appointments of the Chair and members to the Information Technology (I.T.) A committee shall be made by the Department Commander with the following terms. One (1) with a term of four (4) years, One (1) with a term of three (3) years, One (1) with a term of two (2) years, One (1) with a term of one year.

**Section 2.** The Committee shall meet a minimum of three (3) times a year, or as necessary, at the call of the Chair to review and update all programs, to report and make recommendations to the Department Executive Committee (D.E.C.) for action on any changes to the computer system, new programs needed, or software proposed.

**Section 3.** Copies of Committee minutes, recommendations, and D.E.C. action concerning any I.T. equipment /software/applications and computer systems, related software, and their application shall be kept in computer/software files located at Department Headquarters.

**Section 4.** Administration and oversight of the Department I.T. equipment and hardware /software and application software shall be the responsibilities of the I.T. Committee subject to the approval of the D.E.C.

**Section 5.** The Department Adjutant will be responsible for the inventory, budgeting, scheduling, and training documentation, for Department staff to gain or maintain as necessary and appropriate to maintain proficiency necessary to in the performance of Department business, all Headquarters and Service Office personnel of the American Legion, Department of Oregon.

**Section 6.** The I.T. Committee will be responsible for presenting Information Technology Policy/Procedures relative to the purchases, official usages, contract maintenance, systems, and internet security to the D.E.C. approval for all computer systems (hardware /software) and associated equipment in The American Legion, Department of Oregon for offices, Commissions/Committees, and Department officers.

**Section 7.** The purchase of any I.T. equipment/software/applications must be recommended by the I.T. Committee before the purchase is completed by Department officers authorized by Department Constitution and By-Laws to consummate a purchase. Prior to purchase, the I.T. Committee will consider the compatibility, security, and feasibility of any purchase and after-purchase requirements of maintenance, usage, and access.

**Section 8.** The I.T. Committee shall be consulted on all matters pertaining to computer systems, including hardware /software/accessories and any technology equipment for Department Headquarters Offices, Department Commissions/Committees, and designated Department Officers for the purpose of carrying out the mission The American Legion, Department of Oregon.

**Section 9.** The I.T. Committee will maintain frequent contact with the Department technology users to review new technology, as it becomes available I.T. issues, and other related topics.

**Section 10.** The I.T. shall have the responsibility of reviewing and making recommendations to the

D.E.C. on all matters pertaining to the computer systems, hardware/software, and all other related equipment that may need enhancement.

**Section 11.** The I. T. Committee shall have oversight for hardware/software updates, applications of software, and maintenance of all computer systems located in the Department Headquarters, Department Service Office, Department Commissions/Committees, and designated Department Officers and shall have the authority to spend up to \$5,000.00 annually for any system updates, application, or maintenance of emergency nature.

**Section 12.** The I.T. Committee will submit to the Finance Committee the amount for the Department website. Authorized personnel to submit the revisions to the website will be the Department Adjutant, the Department Administrative Ass is tant, and the Chair of the I.T. Committee. (09/27/2015).