

TECHNOLOGY ADVISORY BOARD CHARTER

ARTICLE I

MISSION

The mission of the Technology Advisory Board (the “TAB”) is to provide integrated executive direction and business-centered guidance for investment of agency resources (human, financial, and capital) in information technology, while ensuring an equitable process under which agency resources are allocated. The TAB is also specifically chartered to provide information technology capital planning, investment management and control, so as to maximize the value and minimize the risks associated with information technology acquisitions and projects.

ARTICLE II

MEMBERSHIP

(a) Members of the TAB shall consist of the Chief Information Officer (CIO), who shall serve as the Chair, the Deputy Chief Information Officer, who shall serve as the Vice Chair, and the following Peace Corps officers:

- (1) Peace Corps Director;
- (2) Peace Corps Deputy Director;
- (3) Senior Advisors to the Director;
- (4) Office of Global Operations Associate Director;
- (5) Chief Financial Officer;
- (6) Chief of Staff;
- (7) Deputy Chief of Staff; and
- (8) Chief Information Security Officer.

In addition, the Chair may name additional senior Peace Corps staff members to participate as non-voting members of the TAB.

(b) TAB conducts most of its business at meetings and regular attendance by TAB members is vital for the TAB to perform its mission. Each member of the TAB is entitled to vote on matters before the TAB. Members must accept the obligation to attend meetings and participate in the work of the TAB.

(c) The Chair shall appoint a staff member to serve as Secretary to the TAB. The Secretary shall assist in the preparation and conduct of the TAB meetings and record, maintain and

publish minutes of the meetings. The Chair may appoint other staff members to assume other administrative or support roles for the TAB.

ARTICLE III

TAB MEETINGS

- (a) **Purpose**: The TAB conducts its business at meetings where issues are discussed and decisions are made.
- (b) **Schedule**: The Chair shall call meetings at a time and place designated by the Chair and such meetings shall be held no less frequently than once per quarter. The Chair shall also call meetings at the request of any member to resolve issues related to any information technology matter.
- (c) **Quorum**: A majority of the TAB voting members shall constitute a quorum for the transaction of business at any meeting.
- (d) **Decision-making process**: The TAB shall make decisions after careful deliberation and discussion by TAB members. The TAB will strive for consensus; however, if a consensus cannot be reached, the position receiving the votes of the majority of voting members present at a meeting shall constitute the decision of the TAB.
- (e) **Minutes**: TAB meeting minutes shall be presented to the TAB for approval.
- (f) **Attendance at meetings**: Members must be physically present or attend via phone or videoconference to cast a vote. Voting by proxy is not permitted. A person who has been delegated to act for a TAB member pursuant to 5.3 of MS 114 may attend meetings in an acting capacity for an absent member.
- (g) **Action without a meeting**: Action may be taken without a meeting by written or electronic consent to the action by a majority of the voting members.
- (h) **Nonmember attendance**: Peace Corps staff who are not members of the TAB may only attend meetings of the TAB at the invitation of a TAB member and with prior consent of all TAB members.
- (i) **By-laws and supporting procedures and guidelines**: The TAB shall adopt by-laws governing TAB operations. The TAB may also adopt supporting documents, including procedures, guidelines and directives, consistent with the TAB responsibilities under this Charter.

ARTICLE IV

DUTIES AND RESPONSIBILITIES

The TAB shall have the following duties and responsibilities:

- (a) Reviewing and assessing the adequacy of existing or proposed information technology investments and prioritizing them using a standard set of criteria for consistent comparison of projects.
- (b) Using standard methodology, measuring emerging and/or ongoing information technology activities against their projected outcomes, costs, schedules, and benefits, and recommending action to continue, modify, or cancel them.
- (c) Determining the actual return on investment and/or other business value of an implemented activity/project against the agency's mission and then recommending revision of the activity/project based on such determination or an absence of sufficient input to make such determination.
- (d) Recommending budget activities or information technology projects that meet the criteria established by the TAB.
- (e) Making final recommendations to the Director regarding Peace Corps' discretionary budget allocation, information technology investments, projects and initiatives.
- (f) Ensuring budget for resources (FTE and contractor) is included in each activity/project
- (g) Recommending termination of, or changes to, activities/projects that demonstrate unacceptable risk or progress after approval.
- (h) Coordination of the activities of the various agency groups involved in information technology.
- (i) Approving procedures that implement technology-related policies pursuant to delegations of authority from the Senior Policy Committee (the "SPC").
- (j) Making recommendations to the SPC regarding adoption of new or revised, technology-related policies in the Peace Corps Manual.

ARTICLE V

SUBCOMMITTEES AND OTHER GROUPS

- (a) **Establishment**: The TAB may establish subcommittees, working groups and sub-groups, and may also authorize individuals or agency offices to perform such duties as may be designated by the TAB. Such groups or individuals may be used by the TAB to assist it with matters under TAB consideration.
- (b) **Delegation**: The TAB may delegate to such groups or individuals as much of the authority of the TAB as it determines to be appropriate. The TAB is responsible for oversight of groups or individuals to whom it delegates authority.

ARTICLE VI

AMENDMENTS

This Charter may be amended from time to time by the SPC.