

Technology Committee Charter  
Board of Trustees  
Code of Support Foundation

**1. Purpose**

To provide for the establishment of the Code of Support Foundation (“COSF”) Technology Committee (“Committee”) which shall assist the Board of Trustees (“Trustee” or “Trustees”, and collectively the “Board”) by executing the duties and responsibilities, as described in section 4 below, in a manner provided by this charter and the by-laws of the COSF.

**2. Type of Committee**

The Committee is a permanent standing committee of the Board.

**3. Membership**

The Committee shall consist of not less than three Trustees (“Members”). The Members shall be appointed by the Board. The Board shall designate one Member to serve as chairperson (“Chair”) of the Committee. The COSF’s CEO, COO, or other COSF staff as designated by the Chair, may serve as non-voting advisors to the Committee. Committee meetings are open to all Trustees; however, only Members shall be eligible to vote during Committee meetings.

**4. Duties and Responsibilities**

The Committee is responsible for

- a) Providing guidance and expertise for COSF’s proprietary technology platform, PATRIOTlink
- b. Providing oversight for PATRIOTlink strategy and goal to market
- c. Advising on overarching technology development and staffing for PATRIOTlink
- d. Providing guidance on all other technology related usage/needs for COSF

**5. Delegation of Authority**

- a. Task Forces. The Committee may establish temporary task forces constituted to last less than one year to assist the Committee in carrying out its duties and responsibilities. All task forces, including

task force membership, must be notified to the Board during the next scheduled Board meeting. Task forces may be reconstituted as needed, subject to the approval of the Board.

- b. Subcommittees. The Committee may establish permanent subcommittees ("Subcommittee") to assist the Committee in carrying out its duties and responsibilities. Creation or elimination of a Subcommittee must be notified to the Board during the next scheduled Board meeting.

## 6. Procedures

a. Meetings. The Committee shall meet at least four times each year. The Chair shall schedule and coordinate notification of all Committee meetings. At least once a year, typically during the annual Board meeting, the Committee shall meet in person. Other Committee meetings may be via teleconference. A quorum of at least two-thirds of the designated members shall be required in order to conduct business.

b. Minutes. Minutes shall be kept for all meetings. Minutes shall be stored within COSF offices for review as needed by Trustees, COSF staff and others specifically designated by the Board.

c. Reporting. The Chair, on behalf of the Committee, shall provide reports at all Board meetings, updating the Board as to Committee actions and activities.

d. Task Forces. Creation of and membership to a task force must be voted on and approved by a quorum of the Committee, with notification of such action to the Board.

e. Subcommittees. Creation of, elimination of and membership to a Subcommittee must be voted on and approved by a quorum of the Committee, with notification of such action to the Board.

Document Control:

Author:, Gorkem Sevinc 7/17/2019

Board Secretary Review:, Brian Detter 7/18/2019

Date Approved by Board: 07/24/2019

Certification by Board Chairman of Board adoption:

A large, stylized handwritten signature in blue ink, appearing to be "B. Detter", is written over a horizontal line. To the right of the signature, the word "(signed)" is printed in black.

7/24/2019 (date)