

CHARTER OF THE NATIONAL AIR TRAFFIC CONTROLLER'S ASSOCIATION

INFORMATION TECHNOLOGY COMMITTEE

Established pursuant to NATCA Constitution Standing Rule H-3(SRH-3)

Mission

The mission of the Information Technology Committee (ITC) is to provide oversight and guidance on matters related to information technology (IT) resources for NATCA and to develop, implement, administer, and support high-quality, state-of-the-art, and secure information technology resources across NATCA. The committee ensures that technology decisions align with the organization's needs and the direction of the National Executive Board (NEB).

Composition

The ITC shall consist of:

- At least six (6) NATCA members in good standing
- At least two (2) National Office staff representatives
- Two (2) RVPs (selected by the NEB)

Committee members are recommended by the ITC and approved by the NEB. The NEB appoints the Chairperson. The Committee elects the Vice-Chairperson to a two-year term starting September 1 of odd-numbered years.

Meetings

The Committee will hold at least two (2) in-person meetings annually. Additional in-person or virtual meetings may be scheduled as needed.

Roles and Responsibilities

- **Develop, implement, administer, and support state-of-the-art, high-quality IT resources for NATCA, including:**
 - Public Website
 - Member Website (internal)
 - Member Database
 - Grievance Tracking
 - Schedule & Leave Bidding Program
 - NATCA Online Store
 - Email Systems
 - Collaboration Tools (e.g., Microsoft Teams, Trello, etc.)
- **Annual Review & Reporting**

Review all IT-related contracts and services for effectiveness, value, and alignment with NATCA's goals. Submit findings and recommendations to the NEB by September 1 annually.
- **Inventory & Replacement Planning**

Maintain an inventory of all IT-related equipment with a value exceeding \$1,200. Develop and share a Proactive Replacement Plan with the NEB by September 1 each year.