	<b>MANAGEMENT INFORMATION SYSTEM (MIS) COMMITTEE CHARTER</b>		NATCCO MBAI-GOV-020-21
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## 1. INTRODUCTION:

In response to the constantly changing needs of our members, the Board of Trustees deemed it necessary to create a Management Information System (MIS) Committee which will conduct periodic reviews of IT's best practices and decide on which are the most applicable for the Association.

## 2. PURPOSE

The purpose of this charter is to define the organization, tasks, and responsibilities of the MIS Committee.

## 3. ORGANIZATION

### 3.1 Membership

Composed of at least three (3) members appointed by the Board of Trustees.



Key personnel from the Management Team may also be invited during committee meetings.


### 3.2 Meetings

The committee will meet at least twice a year or as necessary. This can be done in person or virtually.

## 4. AUTHORITY AND RESPONSIBILITIES

4.1 Review of the current micro-insurance system;

Prepared and endorsed by:   <b>RYAN ARTHUR DG. PADILLA</b> MIS COM Chairperson	Approved by Board of Trustees:   <b>EVELIA B. TIZON</b> BOT Chairperson
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- 4.2 Provide recommendations in terms of maintenance, enhancement, or phase-out of all systems being used by the association;
- 4.3 Conduct research and studies in order to come up with the most applicable system to be used for the entire life insurance process;
- 4.4 Review and recommend all IT-related requirements of the Association; and
- 4.5 Evaluate and recommend partnerships with 3<sup>rd</sup> party technology providers.
- 4.6 Perform MIS- related duties and responsibilities as delegated by the Board of Trustees.

## 5. EFFECTIVITY

This charter will take effect upon the approval of the Board of Trustees.

## 6. REVIEW OF CHARTER

The charter will be reviewed by the MIS COM annually. Change/s will be approved by the Board of Trustees.

Prepared and endorsed by:   <b>RYAN ARTHUR DG. PADILLA</b> MIS COM Chairperson	Approved by Board of Trustees:   <b>EVELIA B. TIZON</b> BOT Chairperson
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