	MANAGEMENT INFORMATION SYSTEM (MIS) COMMITTEE CHARTER	NATCCO MBAI-OP-03-21	
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1. INTRODUCTION:

A Management Information System (MIS) serves as a vital tool that collects, processes, stores, and disseminates information to support effective planning, control, and decision-making at all levels of management. In recognition of the rapidly evolving technological landscape and the need to continuously enhance member services, the Board of Trustees (BOT) establishes this Management Information System (MIS) Committee. The Committee will oversee the strategic planning, implementation, and ongoing management of the Association’s information systems, ensuring they support operational efficiency, security, and innovation aligned with organizational goals.

2. PURPOSE



The MIS Committee is established to oversee, guide, and support the development, implementation, and continuous improvement of the organization’s management information systems. The Committee ensures that information systems align with organizational goals, provide accurate and timely data for decision-making, safeguard information security, and promote efficiency and innovation.


3. ORGANIZATION

3.1 Membership

Composed of three (3) members appointed by the Board of Trustees, including representatives from the Management Team and resource person from IT and or audit if necessary.

Members should possess relevant experience in IT, strategic planning, or project management.

Prepared and endorsed by:  RYAN ARTHUR DG. PADILLA MIS COM Chairperson Date: 09/14/2021	Approved by Board of Trustees:  ELLEN R. PASTORES BOT Chairperson Date: 09/14/2021
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A Chairperson will be elected from among the members to lead meetings and coordinate activities.

3.2 Meetings

The Committee will convene at least twice annually, with additional meetings scheduled as needed.



Meetings may be held physically or virtually, depending on circumstances.

A quorum of at least two (2) members is required to approve recommendations or decisions

4. AUTHORITY AND RESPONSIBILITIES

The MIS Committee is empowered to oversee and guide the organization’s micro-insurance and IT systems to ensure optimal performance, security, and scalability. Its core responsibilities include:

- 4.1 System Oversight & Evaluation: Regular review of current IT systems, including performance, security, and scalability assessments.
- 4.2 Strategic Planning & Recommendations: Providing guidance on system maintenance, upgrades, enhancements, or phased replacements aligned with organizational goals.
- 4.3 IT Requirements & Standards: Reviewing and recommending hardware, software, data management practices, cybersecurity measures, and compliance standards.
- 4.4 Partnerships & Vendor Management: Evaluating potential third-party vendors to ensure they meet quality, security, and cost-effectiveness criteria.
- 4.5 Policy Development: Developing and reviewing policies related to data privacy, cybersecurity, system access, and disaster recovery.
- 4.6 Capacity Building: Promoting staff training and continuous capacity-building to optimize MIS utilization.
- 4.7 Project Monitoring: Tracking progress of IT initiatives through KPIs and risk assessments, and reporting on their status.

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- 4.8 Ensuring compliance with applicable laws and regulations concerning data privacy, cybersecurity, and financial reporting.
- 4.9 Fostering innovation by exploring emerging technologies such as AI, blockchain, and mobile platforms to improve member services.
- 4.10 Collaborating with other committees (e.g., Audit, Risk Management) to ensure comprehensive governance of IT risks and controls.
- 4.11 Implementing feedback mechanisms from members and staff to identify areas for continuous IT improvement.
- 4.12 The Committee shall conduct a self-assessment of its performance at least once a year. The necessary annual budget must be considered.
- 4.13 Provide advice on the budget for MIS-related initiatives.

5. EFFECTIVITY

This charter will take effect 15 days after the approval by the Board of Trustees

6. REVIEW OF CHARTER

The MIS Committee shall review this Charter annually, or as needed, to ensure relevance and effectiveness. Proposed amendments will be submitted for approval by the Board of Trustees

Prepared and endorsed by:

RYAN ARTHUR DG. PADILLA

MIS COM Chairperson

Date: 09/14/2021

Approved by Board of Trustees:

ELLEN R. PASTORES

BOT Chairperson

Date: 09/14/2021