

The Infrastructure Committee is a standing committee of The Evergreen Project (TEP) that is responsible for acquiring and maintaining the shared technology tools (hereafter referred to as "infrastructure") that are used by TEP to further its mission.

Specific responsibilities of the Infrastructure Committee include, but are not limited to:

- Administering the infrastructure in order to maximize its availability and security
- Maintaining backups
- Managing access to the infrastructure by authorized TEP members and affiliates
- Coordinating the efforts of any contractors and volunteers who have been engaged to assist with the infrastructure
- Maintaining and publishing a service catalog of TEP's infrastructure
- Providing best-effort support to ensure the availability of the infrastructure to users
- Providing infrastructure acquisitions and budgetary recommendations to the TEP Board
- Responsibly managing any funding allocated to the Infrastructure Committee by the TEP Board
- Advising the TEP Board and other project stakeholders on proposed infrastructure initiatives
- Provide reports for monthly TEP board meetings

Responsibilities of the TEP board:

- Appoint committee members and leadership (chair and vice-chair)
- Periodically review the purview of the committee and review or suggest any needed or requested changes to the charge of the committee
- Review and approve any expenses associated with committee activities

Systems and services that are considered within the remit of the Infrastructure Committee include (but are not limited to) the project website (specifically, its technical management), email and office productivity tools, password managers, servers, code repositories, translation managers, and continuous integration services.

Some areas that are explicitly *not* within the remit of the Infrastructure Committee (as opposed to individual members) include:

- Assuming responsibility for writing content for the project website
- Development of Evergreen itself
- Serving as the primary source of user education on how to use the infrastructure

The Infrastructure Committee will use the following principles to guide its decisionmaking:

- Free and open source software is preferred for building infrastructure, but proprietary software can be used when necessary if it is the best tool for promoting TEP's mission
- The number of single points of failure should be minimized via documentation and refreshing of the committee's membership

- There should be no official TEP infrastructure whose existence is not known to the committee, though there may be cases (e.g., the accounting system) where the committee would not have access to it.

The Infrastructure Committee's meetings will generally be open to all interested participants, but it reserves the right to close a meeting if necessary for the sake of the security of the infrastructure.