

**State of Oregon  
Chief Information Officers Council  
Charter**

## **1. Background**

The Chief Information Officer Council (CIOC) is an important component of the state's information resource management framework to serve the needs of Oregon citizens. The CIOC has operated since 2004 as a successful point of collaboration for agency CIO's to share information and to plan and conduct multi-agency and enterprise-level IRM activities.

## **2. Purpose**

The purpose of the CIOC is to:

- Support information technology (IT) and information resource management (IRM) objectives of agencies and state government as a whole;
- Provide leadership for IT and IRM-related matters;
- Provide forums needed to consider and act on IT and IRM issues;
- Develop consensus to enable high-quality decisions, recommendations and advice;
- Identify and act on opportunities for multi-agency and enterprise initiatives to optimize government services and information;
- Establish, promote and support achievement of IT and IRM strategic direction; and
- Help state policymakers achieve their key objectives through the innovative use of IT and IRM.

## **3. Authority**

The CIOC is sponsored and chartered by the Department of Administrative Services (DAS) Director and State Chief Information Officer (CIO).

## **4. Roles**

Through the CIOC, members:

- Routinely share information about agencies' projects, activities and initiatives;
- Learn about expert views and practices;
- Ensure interagency knowledge sharing and professional networking needed to explore and act on issues of common interest;
- Build strategic relationships and practices needed to leverage and promote opportunities for multi-agency and enterprise-level solutions;
- Develop quality advice and recommendations for executive decision-makers and the State CIO;

- Provide agency-specific input about IT and IRM-related planning, programs, policies, projects and initiatives;
- Collaboratively plan and cooperatively act to fulfill strategic or policy direction; and
- Sponsor, authorize and oversee CIOC activities including workgroups and Communities of Practice.

## **5. Scope**

CIOC activities include: information sharing; multi-agency or enterprise-level planning and action; and providing a venue for support for agency-specific actions.

The CIOC strives to strike the appropriate balance between individual agency needs and the need for effective enterprise outcomes. The scope of this Charter does not include CIOC approval of agency-specific information technology management decisions.

## **6. Principles**

Principles guiding CIOC activities include:

- CIOC activities are supported by agency directors.
- CIOC success depends on commitment to an environment that encourages open, candid and robust dialogue.
- CIOC success depends on striking the appropriate balance between agency needs and multi-agency or enterprise-level activity.
- CIOC activities reflect the business requirements of agencies and state government as a whole.
- The CIOC forum supports multi-agency planning and action to make more positive business outcomes possible.
- CIOs working together benefit state government as a whole.
- Communication between the CIOC and other stakeholder groups promotes beneficial business outcomes.
- The diverse needs and constraints of all state agencies must be considered in CIOC planning and action.

## **7. CIO Management Council (CIOMC)**

The CIOMC is chaired by the State CIO and is the working subset of the full CIOC. The purpose of the CIOMC is to bring a small group of CIO representatives together to prepare concepts for and to support the activities of the CIOC.

## **8. Membership**

CIOC membership is comprised of the Chief Information Officer of a state agency, or comparable position, who has responsibility for IT and IRM within that agency and is appointed to CIOC membership by the agency director. A CIOC member may

temporarily authorize a designee to carry out their CIOC duties. The following positions are also members of the CIOC: the State Chief Information Officer; a representative of the Oregon Association of Government IT Managers (OAGITM) appointed by the president of OAGITM; the State Chief Information Security Officer; and the State Data Center Administrator.

Members of the CIOC are expected to:

- Actively participate, or send a designee to actively participate, in all scheduled meetings.
- Share information about agency business objectives and activities.
- Lead and contribute resources and time to CIOC endeavors, especially outside of formal CIOC meeting times.
- Fairly and objectively exercise best judgment in CIOC activities.
- Keep an open mind about working through the context of multi-agency or enterprise solutions to satisfy agency business objectives.
- Act as a communication bridge between the CIOC and agency leadership.

## **9. Elections**

The Chairperson and Vice-Chairperson must be current members of the CIOC. The Chairperson and Vice-Chairperson each serve a one-year term of office. The position of Chairperson is filled by the Vice-Chairperson at the November meeting of the CIOC or for the remainder of the term after the position of Chairperson is vacated. The position of Vice-Chairperson is elected from the CIOC membership by using a process proposed by the Chairperson and approved by the CIOC.

## **10. Meetings**

The CIOC will meet approximately monthly. The frequency will be determined by the CIOC at the call of the Chair.

## **11. Support**

The Chairperson will prepare and distribute a meeting agenda at least one week in advance of every meeting. Notes will be taken at each meeting and will be reviewed and approved by the CIOC members at the beginning of each meeting. DAS Enterprise Information Strategy and Policy Division staff will provide administrative and professional support within the capacity of the organization. CIOC members may be called upon to contribute additional administrative or professional support when needed.

## **12. Changes to the Charter**

Changes may be made to the Charter based on a recommendation of the CIOC and with the approval of the State CIO and DAS Director. The CIOC shall review and, if warranted, update this Charter at least biennially.