

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

1. Background

The Chief Information Officer Management Council (CIOMC) supports the activities of the Chief Information Officer Council (CIOC) and manages CIOC activities between CIOC meetings.

2. Purpose

The CIOMC provides a venue where the State Chief Information Officer (CIO) can work with a small group of CIOC members to prepare concepts for full CIOC consideration and to support defined CIOC objectives.

3. Authority

Along with the CIOC, the CIOMC is sponsored and chartered by the Department of Administrative Services (DAS) Director and State CIO.

4. Roles

Duties of the CIOMC include, but are not limited to: authorizing charters, acting as a steering committee and providing oversight for CIOC workgroups and Communities of Practice; vetting issues before consideration by the full Council; recommending agenda items that are relevant and valuable to agencies; developing recommendations for the CIOC; managing the activities of the CIOC between meetings; providing recommendations to the State CIO; and reporting activities to the CIOC.

5. Scope

CIOMC activities include ongoing efforts to plan, initiate, conduct and follow up on the CIOC's efforts in the areas of information sharing and multi-agency or enterprise-level planning and action, as well as providing a venue for support for agency-specific actions.

6. Principles

Principles guiding CIOMC activities include:

- The CIOMC models an environment that encourages open, candid and robust dialogue.
- The CIOMC asks questions that add value to the process of developing concepts for the CIOC.

CIOMC RECOMMENDATION DRAFT

- The CIOMC ensures an active dialog and thorough airing of the full spectrum of subjects to come before the CIOC.
- The CIOMC ensures subjects presented to the CIOC for consideration and decision-making are relevant and valuable to members.
- Each work group or Community of Practice authorized by the CIOMC on behalf of the CIOC is directed to be successful.

7. Membership

Members of the CIO Management Council are: the CIO of the Oregon Department of Human Services, the CIO of the Oregon Department of Transportation, and the State CIO as standing members; the CIO Council Chairperson; and four members of the CIO Council appointed by the CIO Council Chairperson. Appointed members serve a term of one year, which may be extended as appropriate.

8. Leadership

The Chairperson of the CIOMC is the State CIO.

9. Meetings

The CIOMC will generally meet bi-weekly or at the call of the Chairperson. The CIOC will be notified of meetings and sent meeting agendas, and all CIOC members are welcome to attend the CIOMC meetings.

10. Support

The Chairperson will prepare and distribute a meeting agenda in advance of every meeting. Notes will be taken at each meeting, and the CIOMC will review and approve meeting notes at the beginning of each meeting. DAS Enterprise Information Strategy and Policy Division (EISPD) staff will provide administrative and professional support within the capacity of the organization. CIOMC members may be called upon to contribute additional administrative or professional support when needed.

11. Changes to the Charter

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