

# Enterprise AI Advisory Committee Charter

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<b>Charter Authority</b>	The Enterprise AI Advisory Committee is established and appointed by the State Chief Information Officer (CIO).
<b>Mission and Purpose</b>	The Enterprise AI Advisory Committee’s mission is to help EIS create a foundational structure that provides review and recommendations on the set of policies, procedures and related guidance supporting responsible use of artificial intelligence by state agencies to fulfill their missions and serve Oregonians, the public, and Oregon businesses. The committee is advisory to Enterprise Information Services (EIS) and the State CIO.
<b>Members, Roles and Term Duration</b>	<p>Membership will include a cross-representation of EIS and Executive Branch State Agencies, Boards and Commissions.</p> <p>Chair: State of Oregon Chief Information Officer, or their designee Vice-Chair: EIS Chief Privacy Officer and AI Strategist, or their designee</p> <p>EIS members:</p> <ul style="list-style-type: none"><li>• State Chief Data Officer</li><li>• State Chief Information Security Officer</li><li>• State Chief Technology Officer</li><li>• Data Center Services Director</li><li>• Project Portfolio Performance Director</li><li>• Legislative Director</li></ul> <p>Dedicated Enterprise members:</p> <ul style="list-style-type: none"><li>• CIO Council Co-chairs (2) or their designees</li><li>• Department of Administrative Services Director or their designee</li><li>• Governor’s Director of Diversity, Equity and Inclusion or their designee</li></ul> <p>Rotating enterprise members:</p> <ul style="list-style-type: none"><li>• Four agency directors, deputy directors, chief operating officers or chiefs of staff</li></ul> <p>Rotating enterprise member term duration:</p> <ul style="list-style-type: none"><li>• Two-year term</li></ul>

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- Renewable by agreement of State CIO and member

Assistant State Chief Information Officers (ASCIO) and other members of the EIS leadership team may also attend meetings of the Enterprise AI Advisory Committee as non-voting attendees.

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**In Scope** The Enterprise AI Advisory Committee advises the State CIO on strategic governance, policy oversight, and recommendations for AI across the Executive Branch of the State of Oregon.

**Out of Scope** Operational review of individual AI use cases occurs through agency governance processes and established IT governance mechanisms.

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- Responsibilities**
- Review and provide recommendations on enterprise AI governance policies, including those supporting innovation.
  - Review and provide recommendations regarding the state’s AI Risk Management Framework and Usage Standards and associated policies, procedures, and guidance.
  - Review of the annual state AI usage report.
  - Other duties as determined by the State CIO.
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- Guiding Operational Principles**
- Listen and be respectful.
  - Have an enterprise focus and act as a representative for all business areas and agencies.
  - Have a customer focus on the two key customer groups:
    - people, businesses, and other organizations being served by state agencies
    - state agencies and employees.
  - Prioritize, attend and participate actively in meetings and other work sessions, particularly to provide continuity to the discussions.
  - Complete agreed upon assigned tasks.
  - Follow governance and respect the process.
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**Operations** The Enterprise AI Advisory Committee will be initially staffed by the Privacy and AI Program at EIS. These are not public meetings. Agendas and minutes, including formal decisions or recommendations made by the Enterprise AI Advisory Committee, will be made publicly available.

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<b>Time commitment &amp; meeting frequency</b>	<p>The time commitment required for Enterprise AI Advisory Committee members is expected to be greater during the start-up phase as the Committee establishes initial policies and then is expected to lessen.</p> <p>Meetings will begin on a monthly cadence of two hours per meeting and will be held virtually. Expected reading and work outside of meetings is expected to be an additional four to six hours per month. The expectation is that meeting frequency will decrease to bi-monthly within the first year.</p>
<b>Decision Making</b>	<p>This is a voting committee, but the vote will be advisory to the State CIO. Quorum for a vote is a simple majority of voting members in attendance.</p>
<b>Charter Review</b>	<p>This charter shall be reviewed on a regular basis, at least annually, to ensure its continued relevance, accuracy, and alignment with organizational objectives, regulatory requirements, and emerging best practices. Revisions should be made as necessary to address changes in technology, policy, or governance standards.</p>

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