



Oregon Racing Commission IT Governance Charter

1. **Introduction:** Oregon Racing Commission's (ORC) IT Governance Charter establishes the primary objectives and goals of the IT governance function. It defines why IT governance is necessary, what it aims to achieve, and how it aligns with the overall business strategies. Thus, clarity ensures that everyone in the organization understands the role of IT governance in supporting business success.
2. **Objective:**
 - **Align IT with Business Strategy:** One of the primary objectives of the ORC IT Governance Charter is to ensure that IT initiatives and projects are closely aligned with the overall business strategy. This alignment helps IT investments to deliver value and contribute to the achievement of business objectives.
 - **Risk Management:** The charter will establish mechanisms for identifying, assessing, and managing IT-related risks. This includes cybersecurity risks, data breaches, system failures, vendor management, and other potential threats that could impact the organization's operations and reputation.
 - **Resource Management:** Efficiently allocate IT resources, including budget, manpower, and technology, to support the organization's strategic objectives while optimizing costs and ensuring a high return on investment.
 - **Decision-Making Processes:** Define clear decision-making processes for IT-related matters, including project approvals, technology adoption, and investment prioritization. This helps avoid ad-hoc decision-making and promotes consistency in IT governance.
 - **Performance Measurement:** Establish metrics and key performance indicators (KPIs) to measure the effectiveness and efficiency of IT initiatives. Regular performance assessments help identify areas for improvement and celebrate successes.
 - **Compliance and Regulatory Requirements:** Ensure that IT practices and systems comply with relevant laws, regulations, and industry standards. This may include data protection regulations, privacy laws, and industry-specific compliance requirements.
 - **IT Security and Data Protection:** Emphasize the importance of IT security and data protection measures. Define roles and responsibilities for ensuring the confidentiality, integrity, and availability of critical information and systems.

- **Communication and Collaboration:** Encourage effective communication and collaboration between IT and business partners. A well-structured governance framework facilitates open dialogue and mutual understanding.
 - **Continuous Improvement:** Foster a culture of continuous improvement in IT governance processes. Regularly review and update the charter to adapt to changes in the business environment and technology landscape.
 - **Innovation and Technology Adoption:** Encourage the exploration and adoption of innovative technologies that can enhance the organization's competitiveness and operational efficiency.
3. **Scope:** The scope of the ORC's IT governance function includes IT strategy, investments, risk management, project prioritization, and modernization.
4. **Authority and Responsibilities and Interested Parties:** The authority, roles and responsibilities of the ORC's IT governance are as follows:
- **IT Governance Committee**
The ORC's IT Governance Committee is comprised of four members. The committee is responsible for all ORC's IT Governance.
The current members are:
 1. Executive Director/Committee Chair
 2. Director of Mutuels/Committee Member
 3. Committee Member
 4. Secretary – 1-year term

Non-voting members:

- Other ORC Staff
 - Assistant State Chief Information Officer
 - Enterprise Information Services (EIS) Business Security Officer
 - EIS Senior IT Portfolio Manager
 - Legislative Fiscal Officer
5. **Membership:** The committee will include, at a minimum, the Executive Director, one person from accounting, and one staff member with information technology expertise, if available. The committee membership is open-ended and will be reviewed annually. Members will be appointed by the ORC's Executive Director.
6. The committee will meet at least once each fiscal year.

Agenda items may be proposed by any member and will be provided to the secretary.

The Secretary will provide the agenda record and provide minutes of the meetings.

Standard agenda items:

- New IT Initiatives

- Compliance, Security, Risk Review
 - IT Strategic Plan - Progress/Revisions
 - IT Projects Status - including Resource Planning and Project Performance Measures
 - Review of Third-Party Vendor Performance Measures
 - Other Matters requiring ITGC Knowledge or Approval
7. **Decision-Making Process:** Decision making will be fact based, and a collegiate process will be used. Ultimately the Chair has the final authority if a consensus is not obtained.
 8. **IT Performance and Measurement:** Key performance indicators will be determined for all IT initiatives and must include smart goals.
 9. **Risk Management:** Risk management will identify the alignment of critical business processes with supporting technology systems and serve to focus IT governance, security, privacy investments, and mitigation strategies in the areas contributing most to mission success.
 10. **Communication and Reporting:** Outline the communication channels and reporting on IT governance matters, including how updates will be provided to executive management and other relevant stakeholders.
 11. **Review and Amendments:** The charter will be reviewed annually as part of the committee's routine business.

It's essential to involve interested parties, including senior management and IT leadership, in the development and approval of the IT Governance Charter to ensure alignment with the organization's overall strategic direction. Once approved, the charter should be communicated across the organization to create awareness and understanding of the IT governance framework and its significance in driving business success.

Adopted: 2023

Revised: October 16, 2024

Revised April 28, 2025