WaTech Advisory Council Charter

Amended January 23, 2020

WaTech Advisory Council Purpose:

The WaTech Advisory Council ("Council") represents the CIO community and all agencies by providing specific guidance to to the State CIO regarding the Enterprise Transformation efforts. The ongoing focus of the Council is to provide guidance and recommendations regarding current and future IT service offerings, including recommending new services or decommissioning existing services. The Council helps identify challenges, gaps, and needs across all agencies to assist The State CIO.

Specifically, the Council shall

- Advise the State CIO on changing business and technology drivers, constraints, and opportunities including new services and services that may be decommissioned.
- Collaborate with CIO community and agencies to understand their priorities.
- Provide input to workgroup committee formation and purpose.
- Affirms prioritization of WaTech initiatives/services.
- Support strategic IT initiatives by representing agencies' perspectives, providing resources when needed.
- Demonstrate leadership and advocacy for Washington State and WaTech's strategic initiatives and services within the CIO community.
- Help guide the Enterprise Transformation effort by providing feedback and guidance on transformational projects (proposed and underway).
- Ensure open communication between agencies and the State CIO so as to promote collaborative planning.

Provide feedback on statewide strategic technology plans. **Principles:**

- Operate with transparency.
- Balance service level/quality with cost, strategy, and risk.
- Hold each other accountable.
- Act with integrity. Bring your own perspective to the discussion but balance agency needs against the needs of the enterprise as a whole.
- Promote agility and pragmatism.
- Explore possibilities.
- Encourage broad participation.
- Bring in expert resources when beneficial to achieve the Council's purposes.

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Membership:

The Council is made up of seven members including two from small agencies, two from medium agencies, two from large agencies, and one representative from WaTech; the WaTech Deputy Director. The members represent both their agency viewpoints and that of the CIO community. Membership is nominated by Agency Directors, and voted on by the CIO Forum. The Chair and Vice Chair are nominated and elected by Council members. It is expected that the membership be diverse in nature, ensuring a broad representation across state government within representative business domains.

Responsibilities:

- Chair: Serves a one-year team. Facilitates Council meetings, works with the State CIO and/or WaTech Deputy Director on development of Council agendas to ensure consistency between CIO Forum and the Council. Represents Council as a member of the Core Team. Chair is responsible for contributing agenda items to the CIO Forum and leads presentation topics and conversations at the CIO Forum on behalf of the Council. Chair is responsible for providing executive briefing papers as referenced in the Decision Making section of the Charter.
- Vice Chair: Serves a one-year term. Serves as interim Chair when incumbent Chair's term expires, until the new chair is elected. Fills in when the Chair is unable to perform duties. Assists with presentation topics and conversations at the CIO Forum on behalf of the Council.
- Members: Members serve a two or three-year term. Member terms will be staggered to ensure continuity. Members recognize the importance of the Council and ensure their attendance and active engagement/participation in all conversations. Each member will be required to serve a one-year team as Chair/Vice-Chair.
- Logistical Support/Note taker: WaTech provides the staffing for this role. The note taker ensures meeting minutes are taken and distributed to the Council members; secures conference rooms; schedules meetings; prepares agendas; coordinates posting of minutes to the external website; and coordinates collaboration SharePoint site for Council members.
- State CIO: The State CIO will enable the Council to fulfil their purpose as defined in this charter. TheState CIO will operate in an open and transparent manner and will engage the Council in discussion and debate around statewide IT strategy,strategic initiatives, and services.

Decision Making:

The Council operates as an advisory group. The Council will discuss a topic, consider options, evaluate pros and cons, and make every effort to reach a recommendation that can be supported by the group. In the event of an impasse, all recommendations will be escalated to the State CIO . If the recommendation requires governance action, the State CIO will bring the topic and recommendation(s) to the Core Team for action/decision. Recommendation(s) will be documented in an executive briefing paper and may require an in-person briefing by the Chair and other members of the Council to the State CIO.

Review:

The Council will review the Charter annually for accuracy. Updates may include change of scope (e.g. inclusion of policy, data governance, security and enterprise architecture), change in membership size and/or makeup, CIO Forum governance, etc.

Council Sanctioned:

The State CIO charters the WaTech Advisory Council to advise on the development and communication of statewide technology direction and information technology priorities for the Washington enterprise.

Title	Agency	Signature	Date
Director	Washington Technology Solutions (WaTech)		

Sanctioned:

By signing this charter, identified members commit to participating in the WaTech Advisory Council as described in this document.

Title	Agency	Signature	Date