



**State Agency Geospatial Information  
Systems Steering Committee (SAGSC)  
Charter**

## 1. Revision History

REVISION NUMBER	DATE	COMMENT
0.1	1/23/2013	Initial draft
0.2	3/19/2013	Second draft
1.0	3/21/2013	
2.0		

## 2. Overview

The State Agency Geospatial Information Systems Steering Committee (SAGSC) is established to provide strategic direction and planning, oversight, guidance and counseling for the management of Missouri's Geospatial Information System Environment. This document is a statement of the overall purpose and expectations of the Committee. The Committee takes into account needs and resources while seeking multilateral input, participation and support in defining and approving technologies used in GIS projects. It provides a preliminary delineation of roles and responsibilities and outlines the Committee's objectives and defines the authority of the Committee.

### **3. Purpose**

The purpose of the SAGSC is to facilitate cooperation among state departments and agencies; promoting the development, acquisition and dissemination of GIS infrastructure, data, and services. This charter further establishes the scope of authority, roles and responsibilities, mission, goals and objectives of this Committee.

### **4. Mission**

The mission of the SAGSC is to ensure best practices in the utilization of appropriate GIS technology and assets in an effective, efficient, and coordinated manner.

## 5. Goals and Objectives

### 5.1 Goals

The SAGSC will:

1. Improve efficiency in state GIS through the adherence to standards and guidelines set forth in Missouri Adaptive Enterprise Architecture through project review.
2. Promote greater understanding and use of the benefits of GIS.

### 5.2 Objectives

The SAGSC will accomplish the following objectives to support the committee's goals:

1. Review, update, and maintain the Geographic Information Technologies Disciplines, Technology Areas and Compliance Components in Missouri Adaptive Enterprise Architecture.
2. Create a decision tree to establish the appropriate geospatial technology best used in projects where a GIS component is present and enforce its utilization.
3. Create geospatial data and metadata standards and policies.
4. Enhance data sharing opportunities amongst state agencies and departments.

## 6. Membership

The SAGSC is sponsored by the State of Missouri's Chief Information Officer (CIO). The CIO is the Executive Sponsor of the Committee.

Committee members will be appointed/elected by the Executive Sponsor with input from the Director-GIS.

Members of the SAGSC are empowered to make decisions and agree to policies on behalf of the Executive Sponsor.

The Committee will operate within a consensus model. The Executive Sponsor will provide executive oversight and adjudication of escalation issues as needed and where consensus cannot be obtained by the Committee

The Committee may expand its membership to include other department and agency representatives as GIS service use expands within the state.

<b>Executive Sponsor</b>
<b>State of Missouri CIO</b>

### State Agency Geospatial Information Systems Steering Committee (SAGSC) - Membership

Name	Org	Voting	Email	Phone
Paul Wright	ITSD-GIS	X	<a href="mailto:Paul.Wright@oa.mo.gov">Paul.Wright@oa.mo.gov</a>	522-5034
Arnold Williams	ITSD-GIS		<a href="mailto:Arnold.Williams@oa.mo.gov">Arnold.Williams@oa.mo.gov</a>	526-1817
Jeff Schloss	ITSD-GIS		<a href="mailto:Jeff.Schloss@oa.mo.gov">Jeff.Schloss@oa.mo.gov</a>	751-5110
Debbie Briedwell	ITSD-GIS		<a href="mailto:Debbie.Briedwell@oa.mo.gov">Debbie.Briedwell@oa.mo.gov</a>	526-9221
Stuart Harlan	MODOT	X	<a href="mailto:Stuart.Harlan@modot.mo.gov">Stuart.Harlan@modot.mo.gov</a>	
Chris Wieberg	MDC	X	<a href="mailto:Christopher.Wieberg@mdc.mo.gov">Christopher.Wieberg@mdc.mo.gov</a>	
Cristian Oros	MSHP	X	<a href="mailto:Cristian.Oros@mshp.dps.mo.gov">Cristian.Oros@mshp.dps.mo.gov</a>	

## 7. Roles and Responsibilities

The Committee will elect a Chairperson on an annual basis. The Chairperson will act as meeting facilitator by managing the meetings, providing the agendas with approval by the Executive Sponsor or their designee, and developing minutes for approval by the Committee members. The Chairperson will be responsible for scheduling committee meetings.

The SAGSC will meet as needed to facilitate the progress of the Committee's initiatives. The Committee tasks and responsibilities will be based on the Committee's mission, goals and objectives.

All committee members and consultants are bound by the mission and goals stated above.

## 8. Communications

Written communications to members most often will take place via e-mail.

The Director-GIS will provide a web page for tracking meeting information. This information will include:

- a. Agendas
- b. Meeting minutes
- c. Membership Contact List

## 9. Charter

### 9.1 Term of Charter and Amendments

This charter shall exist as written or as amended by section 9.2 until such time as the State Agency Geospatial Information Systems Steering Committee is dissolved.

### 9.2 Amendments

This charter shall be amended when a motion to amend is agreed to by two thirds of the members during a meeting of a simple majority of voting members. A member must submit an amendment to the Chairperson in writing in order for the amendment to be considered. Amendments are presented to the membership at the first meeting after the Chairperson is in receipt of an amendment. Amendments are voted on at the meeting following the presentation.