

**Information Technology Advisory Board Charter**  
**(Approved by ITAB – 05/26/04) (Revised version approved by ITAB – 03/28/07) (Latest revision approved by ITAB – 11/28/12)**

### 1.0 Authorization

The Information Technology Advisory Board (ITAB) was originally established in 1995 in conjunction with the establishment of a State Chief Information Office (State CIO).

Executive Order 06-34 officially directs the State Chief Information Officer to convene an Information Technology Advisory Board to develop recommendations and coordinate programs with information technology elements.

### 2.0 Name

The official name of this organization is the Missouri Information Technology Advisory Board. The organization is most often referred to as “ITAB”.

### 3.0 Purpose

The board is to provide cohesive planning and communications among appropriate publics throughout the state government and to provide an arena for discussions of relevant IT issues. The board is given the responsibility of providing an open and objective forum for the investigation of any relevant technical issues.

#### 3.1 Objectives

The ITAB advises the State CIO and other state officials on IT issues applicable to the State of Missouri. ITAB enables the establishment of a state IT architecture and the sharing of best practices. ITAB fosters an environment for partnerships that promote cooperation and IT performance excellence. The focus will center around, but is not limited to application development, business continuity and disaster recovery, cyber security and information security, data management, end user support and help desks, mainframe and data centers, network and telecommunications operations and usage, server management and email.

### 3.2 Relation to State Chief Information Officer

The State CIO fills the position of the ITAB Chairperson and may provide staff support to the ITAB as possible and practical.

## 4.0 Membership

### 4.1 Members

As defined in Executive Order 06-34 the ITAB membership consists of seven Consolidated Agencies' Client Service Managers or other representatives, as appointed by the CIO, other executive branch agencies' Chief Information Officers and other such members as deemed appropriate to provide technology services and solutions for departments and agencies of the state so that they can efficiently serve their customers.

### 4.2 Staff Participation

Staff representatives from state agencies often attend ITAB meetings, participate in committees, or otherwise assist ITAB. Staff participation in ITAB functions is at the discretion of their parent agency. The ITAB officers will request such participation with the agency IT directors.

## 5.0 Structure

### 5.1 Officers

Officers of the ITAB include the ITAB Chairperson and Vice Chairperson. The State CIO serves as the ITAB Chairperson and appoints the Vice Chairperson from the ITAB membership. The Vice Chairperson serves a one-year term of office beginning January 1. It is preferable that the Vice Chairperson be a representative from a non-consolidated organization.

## 5.2 Committees

Committees and liaisons are established to facilitate ITAB business. Committees and liaisons exist at the discretion of the ITAB chairperson and the ITAB membership. The structure and leadership of committees and liaisons is designated by the ITAB chairperson. The committee chairperson and membership will be delegated by the committee charter.

## 6.0 Duties and Responsibilities

### 6.1 Members

As defined in Executive Order 06-34 the members of ITAB are technically the various organizations or agencies of the state. The primary and alternate representatives of their respective organization or agency execute member responsibilities. These representatives may also be referred to as members. Members are expected to attend and participate in ITAB meetings. Members are expected to participate in the conduct of ITAB business as committee members, committee chairpersons, and liaisons. Members should be well informed on their respective agencies, general technology issues, and issues applicable to all levels of government. Members are the link between ITAB and their respective agencies. As such, members are responsible for providing input to the ITAB from their agency and the implementation of statewide IT architecture, policy, and standards within their respective agency.

### 6.2 Chairperson

The Chairperson is responsible for leadership and coordination of all ITAB activities. The Chairperson is responsible for maintaining close cooperation and working relations with all ITAB members. The Chairperson solicits and maintains current ITAB membership. The Chairperson maintains the current ITAB structure, which includes the appointment of committees, committee chairpersons, and liaisons with the concurrence of the membership. The Chairperson is responsible for meeting schedules, meeting agendas, conduct of meetings, and documentation of meetings. The Chairperson normally provides for a special assistant to the ITAB from their organization's resources to help with administrative duties. The Chairperson, Vice Chairperson, and Archivist will review and document all meetings and ITAB activities for architecture, policy and standards.

### 6.3 Vice Chairperson

The Vice Chairperson is responsible for assisting the Chairperson and assuming the duties of the Chairperson temporarily when the Chairperson is unavailable for any reason. The Vice Chairperson is responsible for presiding over the quarterly Information Exchange meetings which includes development of meeting schedules and agendas, facilitation of meetings, and documentation of meetings.

#### 6.4 Archivist

The Archivist is a staff representative from the State CIO's office appointed by the State CIO to work with ITAB in documenting architecture, policy and standards.

#### 6.5 Committee Chairpersons

The ITAB Chairperson appoints Committee Chairpersons. They are responsible for the leadership of a specified committee. They are responsible for ensuring their respective committee understands the committee's charter and function. They are responsible for conducting meetings, maintaining written documentation of the committee actions and membership and any other activities necessary for the successful completion of their charter and function. Committee Chairpersons are normally ITAB members.

#### 6.6 Liaison

The ITAB Chairperson appoints Liaisons to various groups that are stakeholders in Missouri IT for the purpose of coordination. Liaisons are responsible for the communication to and from the ITAB concerning the stakeholder organization to which they are linked. Liaisons are not required to conduct meetings or even attend all meetings with the stakeholder organization; however, Liaisons are required to stay informed of the activities, needs, and desires of the stakeholder organization to which they are assigned.

#### 7.0 Policy and Standards

The ITAB advises the State CIO on IT architecture, policy and standards. The State CIO is the single point of contact for architecture, policy and standards. Architecture, policy and standards adopted must be kept in writing. The State CIO's Office is responsible for maintaining and documenting architecture, policy and standards for the state.

#### 9.0\* Meetings

##### 9.1 ITAB

ITAB meetings are normally held on a quarterly basis at the discretion of the ITAB Chairperson and the membership. The ITAB Chairperson is responsible for all aspects of the meetings. ITAB meetings are open meetings and are not intended for vendor presentations or marketing of IT products or services.

##### 9.2 Information Exchange

Information Exchange meetings are normally held on a quarterly basis in the month following ITAB (for example, ITAB in January, Information Exchange in February). The ITAB Vice Chairperson is responsible for all aspects of the meetings. These are open meetings and intended for the presentation of innovations, technical projects of interest and more detailed discussions of important technical topics. ITAB would provide agenda items/topics for the meetings.

#### 10.0 Term of Charter and Amendments

## 10.1 Term

This charter shall exist as written or as amended by section 10.2 until such time as the Missouri Information Technology Advisory Board is dissolved.

## 10.2 Amendments

This charter shall be amended when a motion to amend is agreed to by two thirds of the voting members during a meeting of a quorum of the 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.

\*Section 8 removed by vote on 11/28/12 revision.