

<b>Owner:</b> Rehoboth IT Advisory Committee	<b>Document Name:</b> Town of Rehoboth IT Advisory Committee Charter
<b>Version:</b> 1.0	<b>Last Revised:</b> 10/26/2022
<b>Effective Date:</b> 11/07/2022	<b>Last Reviewed:</b> 10/26/2022

# Town of Rehoboth IT Advisory Committee Charter



## MISSION / VISION STATEMENT

The Rehoboth Information Technology (IT) Advisory Committee ("ITAC" or "the Committee") is a committee of volunteers dedicated to assist the Board of Selectmen in their oversight of technology and innovation strategies, plans, and operations related to information security, cybersecurity, data privacy, and third-party technology risk management for the Town of Rehoboth, Massachusetts ("the Town"). The primary role of the Committee is to provide guidance to the Selectmen on the Town's IT strategic plan, information security program, security awareness training program, and other IT-related programs, policies, standards, procedures, and guidelines.

In addition, the Committee shall perform the following:

- Annually, revise and recommend, to the Selectmen, an IT strategic plan that aligns with the overall business strategy of the Town and includes an information security strategy to protect the Town from ongoing and emerging threats, including those related to cybersecurity.
- Promote and support effective IT governance, risk, and compliance (GRC).
- Provide guidance for processes for approving the Town's third-party IT service providers, vendors, and partners, with consideration for the third-parties' financial condition, business resilience, compliance, certification, and overall IT security posture.
- Provide guidance on and receive updates on major IT projects, IT budgets, IT priorities, and overall IT performance of the Town.
- Advise the Selectmen on the adequacy and allocation of IT resources for funding including people, processes, and technology (PPT).
- Author, endorse, and revise on an annual basis a documentation architecture composed of policies, standards, procedures, and guidelines to support the Town's IT strategic plan, information security, cybersecurity, privacy practices, and infrastructure.
- Liaise with and advise the Board of Selectmen on matters pertaining to IT when required.
- Communicate with government agencies, law enforcement, or other external parties on IT matters, if instructed by the Board of Selectmen to do so.

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- Provide guidance and direction for the identification, mitigation, and measurement of IT risk to the Town; oversee maintenance of the documentation of risks in the IT Risk Register.
- Maintain (with the assistance of Town Counsel), a comprehensive and up-to-date list of all contractual, legal, and regulatory obligations pertaining to IT and IT security for which the Town must comply.
- Provide and endorse an IT Risk Framework with a set of key IT controls that adequately address any contractual, legal, and regulatory obligations for which the Town must comply.

## MEMBERSHIP

Members of the Committee shall be appointed by the Selectmen. Membership in the Committee shall require completion of a Town Talent Bank Form, forwarded from the Town Administrator's office to the Committee. The Committee shall review the Talent Bank Form and invite the prospective member to a meeting to gauge interest and hold an informal interview.

The Committee shall consist of at least three members, including one Chairperson and one Clerk, who shall be nominated and voted on by members of the Committee. If membership exceeds five members, then the Committee may choose to nominate and vote in a Vice Chairperson. The Committee shall include representation from a member of the Board of Selectmen who will act as Liaison. The IT Committee shall reorganize once per calendar year.

All members of the Committee shall have a basic understanding of either Business and/or Information Technology practices. Technical or practitioner knowledge and experience is not a requirement but is an advantage.

## MEETINGS

The Committee shall meet with a frequency necessary to carry out its duties and responsibilities, but in no event shall the Committee meet less than eight (8) times each calendar year. The Committee shall, at its discretion, meet without the Board of Selectmen Liaison present. The Committee may also meet periodically with the Town IT Manager or other Town Departments, Committees, and Boards to discuss matters of mutual interest and importance.

The Committee shall comply with the Open Meeting Law and shall maintain minutes of its meetings and records relating to those meetings and the Committee's activities. The Committee shall determine its rules of procedure.

## FUNCTIONS AND RESPONSIBILITIES

The Committee's critical functions and responsibilities include:

### IT Strategy and Projects

1. Evaluate the Town's IT strategies and strategic benefits of proposed major projects, procurement, and technology architecture alternatives.

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2. Critically review and assess the progress of major IT-related projects and technology architecture decisions; Make recommendations to the Board with respect to significant IT-related projects and investments that require Board approval.
3. Discuss IT-related costs and internal processes for approval of major IT-related capital expenditures.
4. Annually review Critical Systems, Applications, and Vendor lists.

### IT Security and Internal Controls

1. Review and endorse IT-related policies.
2. Monitor the quality and effectiveness the Town's IT security, and ensure that the Town has a formal information security process in place, in compliance with all contractual, legal, and regulatory obligations for which the Town must comply.
3. Annually report on and discuss with the Town IT Manager and the Board of Selectmen, the executive summary of compliance-related activities within the purview of the Committee.
4. Provide recommendation to ensure that the Town maintains a formal IT business continuity and disaster recovery (BC/DR) plan and reviews testing of critical components of this plan at least annually.
5. Provide recommendations to ensure accountability for the identification, measurement and mitigation of IT risks in accordance with the Town's Risk Appetite.
6. Review regular reports regarding Key Risk and Performance Indicators as well as status updates on any regulatory and audit findings.

### Advisory Role

1. As required, consult with the Town's Legal Counsel or IT Manager regarding applicable laws and regulations relating to Information Technology, for which the Town must comply.
2. Keep abreast of new technologies, applications, and systems that relate to or affect the Town's IT strategy or business plan.
3. Provide input regarding the overall effectiveness of the Town's Information Security initiatives.
4. Review and reassess the performance of the Committee and the Committee's role and responsibilities on an annual basis.

## CHARTER REVISIONS

The Committee shall review this Charter annually and require review and approval by current Committee members and the Board of Selectmen in the event of any content revisions or changes.

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## APPROVALS

### IT Advisory Committee Chairperson:

ANNA M. DEIGNAN      Anna M. Deignan      Date: 11/12/2022  
 (Printed Name)                      (Signature)

### IT Advisory Committee Members:

Jay Jil      Jay Jil      Date: 11/12/2022  
 (Printed Name)                      (Signature)

TIMOTHEE J MAYNARD      T. J. Maynard      Date: 11/12/2022  
 (Printed Name)                      (Signature)

\_\_\_\_\_      \_\_\_\_\_      Date: \_\_\_\_\_  
 (Printed Name)                      (Signature)

### Board of Selectmen Chairperson:

FREDERICK E. VADNOIS      Frederick E. Vadnois      Date: 11/28/2022  
 (Printed Name)                      (Signature)

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## REVISION HISTORY

<b>Version:</b>	<b>Last Revised:</b>	<b>Revision Made by:</b>	<b>Change Record:</b>
1.0	10/26/2022	Anna M. Deignan	Edits from Town Counsel incorporated. Initial version.

## REVIEW HISTORY

<b>Version:</b>	<b>Date Reviewed:</b>	<b>Reviewed by:</b>	<b>Signature of Committee Chairperson</b>
1.0	10/26/2022	ITAC	