"Enterprise Security Committee" Charter

A team charter helps all involved understand the Team's mission with the City's mission in perspective while defining each member's expectations. Furthermore, ground rules are set to provide a common understanding of how the group functions, foster a productive environment, and outline methods to resolve issues together.

Create and maintain a vibrant community environment and enhance the quality of life for our residents, businesses, customers and partners. We accomplish this by providing exceptional facilities, programs and services that our citizens desire in a fiscally responsible manner. Committee Goals: While working to reduce threats to physical and information security, look for solutions that make efficient use of resources. Protect customer's private/personal information. Prevent loss of property. Development, oversight, and monitoring of Compliance Program. Development oversight and monitoring of Compliance Program. Eastablish a Security Awareness and Training Program. Ensure regulatory compliance, maintaining a risk management program (including but not limited to policies), establishing incident/emergency response teams, as well as other security-related responsibilities. Periodic risk assessments and audits. Create and maintain a vibrant community environment and enhance the quality of life for our residents, businesses, customers and partners. We accomplish this by providing exceptional facilities, programs and services that our citizens desire in a fiscally responsible manner. Committee Charge: Establish a uniform approach to maintaining, developing, and implementing a Citywide Security Program. Lead the efforts to assuring the availability, confidentiality, and integrity of the information systems of the City, by providing leadership, guidance and overall strategy for Cyber and Physical Security. Establish a Security Awareness and Training Program. Ensure regulatory compliance, maintaining a risk management program (including but not limited to policies), establishing incident/emergency response teams, as well as other security-related responsibilities. Periodic risk assessments and audits. Create and maintain a vibrard exceptional facilities, programs and services that our citizens desire in a fiscally responsible manner. Committee Charge: Establish a Development of the information of the inf			
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monthly status updates to Steering Committee.

		 Organize subcommittee to complete projects and tasks. Using guiding principles provided by the Steering Committee ensures that efforts are prioritize. Develop Subcommittee agendas and minutes for each meeting.
Subcommittee	Member contributor	

Committee Values and Ground Rules:

We value - Respect, Creativity, Efficiency,

- a. Respect each person's right to their values, beliefs, and perspectives.
- b. Listen to each other with a spirit of learning, curiosity, and openness.
- c. Keep Department/Division primary and secondary contacts informed.
- d.
- e.

Decision Making:

How will we make result-focused decisions while considering input from multiple sources?

- a. Present idea to the team.
- b. Committee grades the idea as:
 - Totally agree;
 - 2. Can live with it;
 - 3. Have legitimate concerns with possible consequences that might adversely affect the department or City, or that are in conflict with the purpose and values of the team.
- c. A quorum is necessary to reach decisions.
- d. If the group fails to reach consensus, then concerns are listed and tabled for future discussion to maintain overall progress.
- e.
- f.
- g.

Accountability Measurements:

Monthly updates are provided by Steering Committee Co-Chairs to ensure Committee is aware of assignment, schedule, and progress of tasks.

Review Action Items at each Committee and Subcommittee meeting.

If goals are SMART (Specific, Measurable, Action-oriented, Realistic and Time

Meeting Schedule and Guidelines:

- a. Every meeting will have an Agenda.
- b. Start and end meetings on time.
- c. Minimal cross-talking and side conversations.
- d. Set quarterly meetings mid-week and schedule on calendars.
- e.
- f.

Conflict Prevention and Resolution:

Resolution

- a. Readdress tabled concerns after main agenda items are completed.
- b. List and discuss pros and cons of each side.
- c. Understand if a consensus is reachable after the focused discussion.
- d. If there is still no consensus, meet with Team Sponsors to address and resolve the topic.

Prevention

- e. Share my opinion of someone else only if it is constructive.
- f. Review my own behavior and be sure to own my part of the problem so I can be part of the solution, and then try again.
- g. Use a third neutral party to help me understand how I can better approach the issue.
- h. Continue to apply suggestions and work together with the attitude that everyone wants the project to be successful.

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Committee Communication:

Email to Committee for status updates, administrative items, and miscellaneous topics.

Committee meetings when ideas need to be generated and discussed and/or decisions need to be made. Monthly meeting to be cancelled if unnecessary.

bound), then efforts will be feasible and assigned personnel can be held accountable.

If a member misses 3 meetings in a row, alternate members must be sought out.

Focus group meetings when department/division-specific objectives need to be generated and discussed.

Review period of 1 week prior to meeting.

Use shared folder to archive documentation.

