

UC IT Policy and Security Officers Group

A Proposal for Governance

A. Membership

The UCITPS is an affiliation of IT Policy Officers and Information Security Officers representing the ten UC campuses, five medical centers, LBNL and the UC Office of the President.

The ITLC designates membership in UCITPS. Up to two members can be appointed by each ITLC institution, with one member representing IT policy and one member representing information security, or one member representing both IT policy and information security. Members are vested with authority to speak on behalf of IT security and IT policy for their institution.

UCITPS members may designate other individuals from their respective campuses to participate, on an ad hoc basis, in UCITPS discussions as associates that provide overall benefit to the UCITPS.

Annually, a review by the ITLC of UCITPS membership, and a review by the UCITPS members of associate participation shall occur to ensure the membership remains appropriate and up-to-date.

B. Officers of the UCITPS

The UCITPS shall have a chair and a chair-elect, drawn from the ITLC-designated members and ensuring representation of both the IT policy and the information security functions.

Chair

The chair is a convener/facilitator who will:

1. Act as liaison to the ITLC;
2. Work with all the members to identify key agenda items;
3. Ensure significant issues are documented and discussed between UCITPS meetings, and approve final meeting notes.
4. Work with others (including significant peer groups and functional offices such as the Communications Planning Group and the Office of Compliance and Ethics) to ensure effective coordination and collaboration; and
5. Convene regular calls and/or meetings, as appropriate, on behalf of the members.

Chair-Elect

The chair-elect is primarily the designated chair for the following year and, pursuant to that, will act as vice-chair, assisting the chair and acting in her stead (e.g., convening meetings) as appropriate.

Term

The previous year's chair-elect will assume the position of chair for the following year and the incoming chair-elect will be selected by the members of the UCITPS; each will serve a term of one year.

C. Executive Committee

The UCITPS will have an executive committee composed of rotating chair and vice chair positions, in addition to two ex officio positions drawn from the Office of the President representing IT policy and IT security. The purpose of the executive committee is to provide project and issue continuity between meetings of the full membership.

D. Nominations

In May of each year, the outgoing and incoming chairs will act as a nominating committee, seeking nominations for the (incoming) chair-elect selected from the ITLC-designated primary members. It is desirable to rotate the chair position through the UCITPS member institutions; however, candidates may choose to defer their nomination. The new chair and chair-elect will assume office beginning July 1 of each year.

E. Meetings

Full UCITPS meetings will be held at least semi-annually, hosted on a rotating basis at UC campuses if held in person. Conference calls or videoconferences will be held monthly or as deemed appropriate by the membership. Ad hoc meetings or calls shall be scheduled as necessary on specific projects or issues.