

# Continuity Council Charter

Effective Date: November 4, 2021

## **Mission Statement:**

The State Office of Risk Management (SORM) supports a statewide Continuity Council as a forum for federal, state, local, tribal, and private entities to share ideas on continuity. The Council facilitates relationships with and among various governmental and private entities to support a whole community focus for the Continuity program. The Council will strive to create a welcoming environment for all levels of continuity experience and will focus on providing education, guidance, and resources to all members of the continuity community. These meetings and events will be open to anyone who wants to attend.

## **Scope:**

To achieve the mission stated above, the Continuity Council through the SORM Enterprise Risk Specialist in Continuity Planning (Continuity Specialist) shall:

- I. Resume regular monthly meetings/events beginning in September 2021
  - a. Meetings or events may use a variety of formats, such as roundtable discussions, presentations by agencies and practice exercises
  - b. Meetings will be offered both in person and online to reach broad audiences
- II. Update the Continuity Council website (located at [www.sorm.state.tx.us/continuity-council/](http://www.sorm.state.tx.us/continuity-council/)) to notify the continuity community of the Continuity Council meetings/events and continuity resources
  - a. The website will include a monthly theme, which highlights a specific area of continuity of operations (COOP) and the meeting/event to be held on that topic
  - b. Trainings and additional resources will be offered through the SORM Learning Management System (LMS) portal
- III. Seek regular feedback and input from the community to guide topics and format
- IV. Offer presentations to spread information about COOP to other agencies and to the public
- V. Reach out to the public and private sector to further gain support for continuity and to get community input

### **Continuity Committee Composition:**

The Continuity Committee heads the Continuity Council. The Committee is composed of Continuity Council members who volunteer to serve on the Committee. The Committee membership should represent the broad spectrum of the Continuity Community, to include but are not limited to:

- Federal Government
- State agencies of various sizes and types
- Public and Private Institutions of Higher Education
- City and County Governments
- Tribal Governments
- Private enterprise
- Public and Charter Schools

The Continuity Specialist will be a standing member of the Committee who facilitates planning Council meetings/events and coordinates with the Council to fulfill its mission. The Continuity Specialist is a SORM employee and the person responsible for ensuring the continuation of the Continuity Council.

### **Committee Member Roles and Responsibilities:**

Committee members' primary responsibility is to serve the other members of the Continuity Council and the Continuity community by:

- Gathering information on education and training needs by incorporating feedback from the meeting participants;
- Identifying topics and the format for presenting topics based on the education and training needs identified; and
- Determining which topics will be presented at the monthly Continuity Council meetings.

Committee members will serve one-year terms beginning on September 1<sup>st</sup> of each year through August 31st. Anyone who volunteers will be allowed to serve but must commit to the necessary time requirements. At the first meeting of the state fiscal year, Committee members will vote for a Chair, Co-Chair, and Secretary from among its membership.

The Chair will schedule monthly committee meetings or facilitate discussion through regular email. They will set the agenda for the meetings in consultation with the Continuity Specialist and will call decisions to a vote when needed.

The Co-Chair will aid the Chair in scheduling and will take over should the Chair not be able to continue their duties.

The Secretary will help document feedback from participants and will keep meeting minutes for Committee meetings.

### The Continuity Specialist will:

- Schedule meetings/events for the Continuity Council;

- Keep appropriate documents from those meetings/event such as recordings, resources used, and participant feedback;
- Maintain a training website (the LMS) where mini training, exercises, and recordings of meetings will be kept; and,
- Maintain a public website for the Continuity Council which will contain a calendar of events, the Continuity Council Charter, and other useful resources.