

Continuity Council Charter

Effective Date: November 2, 2023

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. Hold regular monthly meetings/events
 - 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 as needed to reach broad audiences
- II. Update the Continuity Council website (at 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 the current month's meeting/event information
 - b. Trainings and additional resources are on the Continuity Council Events page
- 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 may serve on the Committee for a maximum of eight (8) years. Breaks of service will not be counted toward the total but will not reset the year count.

Officer Positions

Committee members will vote for a Chair, Co-Chair, and Secretary from among its membership yearly. Officers will serve for a one (1) year term, beginning after their election in the November Council Committee meeting. Officers may serve a maximum of two (2) terms in a position and a maximum of four (4) terms in any position.

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 where resources 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.
- This position is not elected. It is filled by the SORM representative and has no term limit.

Sub-committees

The Continuity Council Committee may create additional sub-committees as needed to further the Mission of the Continuity Council. Sub-Committees will:

- Select a Chair from volunteer sub-committee members by vote. The Chair will serve a one (1) year term and is subject to the same Officer term restrictions above.
- Create a Charter outlining the purpose, goals, and responsibilities of the sub-committee.
- Determine additional qualifications for members, structure, operational guidelines, and sub-committee reporting methods to the Continuity Council Committee.
- Meet at least monthly to accomplish the items outlined in the Charter.

Sub-committees are subject to the review of the Continuity Council Committee and may be created and disbanded as needs are determined.

The Continuity Council Charter will be reviewed and edited yearly to coincide with voting in the November Committee meeting.