

Information Systems Advisory Committee Charter

☐ **ACTION ITEM**

☐ **New Contract**

☐ **Contract Amendment**

☐ **Other - _____**

☒ **CONSENT ITEM**

☐ **New Contract**

☐ **Contract Amendment**

☐ **Existing Contract Extension**

☐ **Existing Contract Additional Spend**

☐ **Previous Board Approval _____**

☒ **Other: Committee Charter**

Action Items: Items requiring detailed explanation to the Board. When a requested action item is a day-to-day operational item or unanimously passed through committee it may be moved forward to the board on the Consent Index.

☐ **Move forward as Consent:** This Action item is a day-to-day operational item, unanimously passed through committee or qualifies to be moved forward on the Consent Index.

Consent Items: Items not requiring detailed explanation to the Board of Governors. Consent items are contract extensions, amendments or additional spending authorities for items previously approved by the Board.

Item Description	Information Systems Advisory Committee
Purpose/Scope	The Information Systems Advisory Committee Charter is a formal document that sets out the authority of the Committee to carry out responsibilities established for it by the Board of Governors. The Charter is reviewed annually.
Contract ID	N/A
Budgeted Item	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - Not applicable
Procurement Method	N/A
Contract Amount	N/A
Contract Terms	N/A
Committee Recommendation	Staff recommends that the Information Systems Advisory Committee approve the Citizens Information Systems Advisory Committee Charter, as provided.
Contacts	Aditya Gavvala, Chief Information Officer

Citizens Property Insurance Corporation

Charter - Information Systems Advisory Committee

I. Statement of Purpose

The Information Systems Advisory Committee (Committee) of Citizens Property Insurance Corporation (Citizens) assists the Board of Governors (Board) in fulfilling its oversight responsibilities in assuring that information technology governance is fully integrated into enterprise governance and is effectively implemented. The Committee assures the Board is appropriately informed on information technology matters and risks, and provides the Board with timely recommendations on strategic plans and major technology investments.

II. Organization and Operation

Authority and Charter

The Committee's authority comes from the Board. The Committee charter shall establish purpose, organization, and responsibilities of the Committee. At least annually, the charter shall be reviewed by the Committee and any proposed changes shall be subject to Board approval.

Committee Composition

The Board Chair shall appoint no less than two Board members to the Committee, with one Board member being designated as Committee Chair. The Board Chair may additionally appoint industry advisors, each having appropriate expertise and experience, to serve on the Committee. Committee members serve at the pleasure of the Board Chair.

Meetings and Communications

The Committee shall meet at least two times a year and additional meetings may be convened as the Committee Chair directs. Agendas and supporting material will be provided to Committee members in advance of meetings. Minutes of each meeting will be approved by the Committee at a subsequent meeting. The Committee is governed by and operates under the same rules as the Board, including compliance with the Florida Sunshine Law.

III. Primary Responsibilities

- a. Review and assess Citizens' information technology governance practices.
- b. Review and assess information technology strategic plans and ensure their alignment with business plans.
- c. Review information technology status and plans to assure cost-effectiveness and value in delivery of services.
- d. Review and assess IT Risk practices, including IT Security & Disaster Recovery.
- e. Make timely recommendations to the Board on major information technology investment decisions and their values.
- f. Review of information technology audit findings and management response plans.
- g. Annually evaluate the Committee's discharge of all responsibilities outlined in this Charter.
- h. Other responsibilities as delegated by the Board Chair.