



## AZNet II- Network & Voice Oversight Committee Charter

Rev.: 08/31/2012

### Purpose

Guide AZNet II Network & Voice activities for the State, to manage and reduce risk. Create and execute a prioritized strategy and roadmap for the refresh component of the contract.

### Scope

Provide direction on the development and review of state-wide policies, procedures and guidelines in regards to AZNET II Network & Voice architecture & refresh for agencies, boards and commissions.

### Sponsorship

The Network & Voice Oversight Committee is selected and approved by the CIO Council and is co-chaired by ASET and one of the large or medium agencies. , strategic oversight of the AZNET II contract is performed by the committee by delegated authority from the CIO Council. Executive Sponsor is the State CIO.

### Membership Structure

The Committee consists of 13 members and will be co-chaired by a member of ASET and one of the large or medium agencies.

#### Committee **voting** member roles include:

- Network & Voice Managers from agencies
  - 3 Large (Confirmed: DES, ADOT, DOC)
  - 4 Medium (e.g. AHCCCS, DPS, DOR....)
  - 3 Small (e.g. DEQ, DEMA...)
- Chair of the SPR oversight committee
- ASET EIC Voice Oversight Program Manager
- ASET EIC Network Oversight Program Manager

Committee **non-voting** member roles include:

- ASET EIC Finance Manger
- Service Provider

Voting Members are selected as follows:

1. Large agencies specified above
2. Medium size agencies are selected by the CIO Council through an election process from a pool of medium size agencies
3. Small size agencies are selected by the CIO Council through an election process from a pool of small size agencies
4. Chair of the SPR Committee
5. ASET staff by position responsibility

The committee will review membership and re-elect members based on above criteria on annual basis.

Administrative support will be provided by ASET EIC. Participation of Non-member agencies are encouraged as observers.

## **Committee Responsibilities**

1. Coordinate the development and review of state-wide policies, procedures and guidelines
2. Recommend, review and prioritize Non –emergency implementations for Network & Voice initiatives and projects including refresh.
3. Collaborate between the ASET EIC program and State agencies for increased awareness and cooperation
4. Review and comment on the performance and effectiveness of the AZNet II Program
5. Provide reporting to the CIO Council on the Committee’s progress
6. Advise the Executive Governance Committee as necessary regarding decisions impacting the participating agencies, boards and commissions.

## **Meetings**

### **Meeting Schedule**

Following the formal meeting to create a roadmap and workgroups, initial meetings will be held at minimum once a month on the 2nd Thursday of each month.

## **Decision Model**

Decisions will be made through membership majority vote in attendance. Decisions that the committee cannot resolve, will be escalated for resolution to the ASET EIC Chief Networking Officer and the CIO Council.

## **Meeting Agenda**

An agenda will be drafted by the committee co-chairs with consultation from committee members and stakeholders. It will be distributed to members a week in advance of the meeting. Feedback will be incorporated into the final agenda.

## **Attendance**

All members of this committee are expected to actively participate, to meet the charter and objectives. If members cannot attend, a proxy will be recognized. Members will be replaced, if they miss three consecutive meetings or more than 25% of meetings within a 12-month period. Committee members may invite additional attendees to participate when needed.

## **Work groups**

Workgroups will be formed to support key initiatives, and to add expert resources beyond the committee membership. Co-chairs may also designate ad hoc teams to conduct specific work and report back to the committee. These teams will include non-committee members that are subject matter experts. A committee member will provide leadership and direction to each work group.

### **Standing Work Groups**

- Call Centers
- Network Infrastructure Change Management Procedure & Approval
- Engineering
- TBD

## **Workgroup Charter Statements**

At the direction of the committee work groups will complete required charters and submit back for review and approval by the committee.

## **Communication**

Meeting notes and action items will be documented at each committee meeting. Following each meeting, these will be distributed to the committee members prior to the next meeting, and posted to the committee website. Non-member agencies and management sponsors will be copied.

Charter, meeting schedules, membership roster, and other documents will also be posted to the committee website.

## **Appendix:**

### **Current Membership Roster (max 13)**

### **Revision History**

- Rev.: 7/13/2012, EIC \_ Suzan Tasvibi-Tanha
- Rev.: 7/13/12, Agency Working Group
- Rev: 7/19/2012, Agency Working Group
- Rev: 8/31/2012 EIC\_Suzan Tasvibi-Tanha