Technology Services Board (TSB)
Security Subcommittee
CHARTER

Purpose and Objectives

Purpose:

To work together with a shared dedication to enhancing the security posture of Washington state as outlined in RCW 43.105.291. Address information security risks with urgency and regularly assess tools and services in the State of Washington ecosystem to achieve the objectives and safeguard the data and infrastructure of Washington state.

Objectives:

As defined in RCW 43.105.291, the subcommittee will work to achieve the following objectives.

- Advise the Technology Services Board (TSB) on concerns related to information security within the State of Washington.
- Collaborate on mitigating current and future security risks based on external and internal security sources and alerts.
- Review emergent cyberattacks and threats to critical infrastructure sectors to identify gaps in state agency cybersecurity policies.
- Assess emerging risks to state agency information technology.
- Recommend activities and solutions to minimize the state's threat landscape and attack surface.
- Recommend a reporting and information-sharing system to notify state agencies of new risks, risk treatment opportunities, and projected shortfalls in response and recovery.
- Recommend tabletop cybersecurity exercises, including data breach simulation exercises.
- Assist the Office of Cybersecurity (OCS) created in RCW 43.105.450 in developing cybersecurity best practice recommendations for state agencies.
- Review the proposed policies and standards developed by the OOCS and recommend their approval to the full board.
- Review information relating to cybersecurity incidents to determine commonalities and develop best practice recommendations for public agencies.
- Assist the OCS and the Military Department's Cybersecurity Advisory Committee in creating the annual State of Cybersecurity report required in subsection (6) of this section.

Roles and Responsibilities

Membership:

The Membership will consist of eighteen (18) members. The State Chief Information Security Officer (CISO) chairs the TSB Security Subcommittee.

The TSB Chair will co-chair the subcommittee.

Membership shall consist of the following:

- Chair of the Military Department's Cybersecurity Advisory Committee,
- (3) Technology Service Board Members
- (1) WaTech Executive Team Representative
- (1) Military Department Representative (in addition to the Chair of the Cybersecurity Advisory Committee.
- (2) Deputies from the Office of Cybersecurity
- (3) Local Government Representatives
- (3) Industry Representatives
- (2) Agency CIO/CISO Representatives
- (1) Representative from the Attorney General's Office

Member Responsibilities:

- Committee members will make every effort to attend meetings.
- Come to meetings prepared to discuss topics from an informed position.
- Review materials provided and conduct additional inquiry or research before scheduled meetings.
- Keep sensitive information within the group. Value the confidentiality associated with the discussions that take place at meetings.
- Display professional courtesy during meetings:
  - Respect all participants.
  - Listen while others speak and seek to understand each other's point of view.
  - Provide members with an equal opportunity to speak on a topic.
  - Be positive and constructive.
  - Engage in strategic and creative thinking to make good decisions.

Procedures

Meetings:

Meetings will be held quarterly and scheduled for one hour unless otherwise designated.

The subcommittee will hold at least one joint meeting annually with the Military Department's Cybersecurity Advisory Committee.

Each meeting will discuss important security topics and events occurring in the state.

Decision-Making Principles:

- **Engagement:** Members can bring topics to the chair for inclusion in the awareness, discussion, and problem-solving agenda.
- **Outcomes:** Members in attendance can comment and vote on all proposals. Proposals will not go forward without a consensus or majority vote.
- **Accountable:**
- **Impact:**

Decision-Making Process (Voting):

To effectively move issues, forward a quorum will constitute 60% of the voting members voting on a proposal. All members will have the opportunity to vote, given that the voting will occur over email or electronically, and an adequate timeframe will be provided for members to vote.

The Chair will have discretion on the items to bring to the membership for a vote. However, all new and modified policies and standards will be brought before the ESG.

The following procedure will be followed in achieving decisions:

- Documentation on any topic requiring a decision will be presented to the membership at least one week before the meeting to discuss the issue.
- Introduction of the topic that requires a decision.
- Group discussion on the topic. This discussion will include feedback and suggested modifications based on feedback. The Chair will provide documentation indicating changes based on feedback before calling for a vote.
- Voting will be by a verbal roll call or electronic response at the discretion of the Chair:
    - The vote is to provide a documented record of members that approve, abstain, or reject the proposal. Members not providing a voting response will also be recorded.
    - If a member votes to abstain or reject the proposal, they will be allowed to explain their position and under what circumstances they could support the proposal.
- If a consensus vote (80% or greater) is not reached, the Chair will decide the following steps, which may include:
    - Continuing to discuss changes to the proposal to obtain support from the membership.
    - Canceling, significantly modifying the proposal, or forming a workgroup to evaluate the proposal based on the recommendation of the members.

Resources and Support	Attendance at quarterly meetings will be in person and remote. Web-based collaboration tools will be used for communication and collaboration. These resources will be managed under the supervision of the Strategy and Management Division Performance and Customer Engagement branch of WaTech.

Charter Review	The membership will review, modify, and validate this charter annually or more frequently as necessary.

Reviewed, certified and validated: DATE