

**FedState Partnership
Steering Committee**

CHARTER

FedState Partnership Steering Committee Charter

This Charter describes the structure, purpose, goals and objectives, roles and responsibilities, rotation of chair and recorder, decision making process, and assumptions and constraints of the FedState Partnership Steering Committee. The General Operating Procedures of the FedState Steering Committee are contained in Attachment I.

I. Structure

The Steering Committee is sponsored by the Executive Committee and operates within the approved formal FedState Partnership structure which includes:

- Executive Committee, composed of the Executive Director or the Deputy Director from each tax partner agency;
- Steering Committee, composed of three managers from state tax partner agencies and six members from the IRS, who have the authority to commit resources and make decisions on behalf of their appointing agency;
- FedState Coordinators, composed of one staff member from each tax partner agency;
- Information sharing committees and project teams.

For a list of current members, see Attachment II.

II. Purpose

The FedState Steering Committee, working with the Coordinators, will act as an intermediary and facilitator between the Executive Committee and the information sharing committees and project teams. The Steering Committee will:

1. Act as a high-level oversight committee to provide continuous guidance and monitor information sharing committees' and project teams' activities and make adjustments/modifications when necessary.
2. Ensure all Partnership efforts are coordinated and progressing appropriately.
3. Obtain resources needed and re-allocate resources as committees and projects evolve to ensure adequate and appropriate staff resources are dedicated.
4. Remove barriers by providing the mechanism to identify and resolve one-time and recurring issues or escalate them to the Executive Committee, as needed.
5. Approve potential projects that meet Partnership Goals.

III. Goals

The Steering Committee adheres to the FedState Partnership goals, which are:

- Enhance taxpayer access to information and services
- Reduce taxpayers' burden
- Increase voluntary compliance
- Increase the sharing of taxpayer data among the partner agencies to enhance compliance activities
- Enhance communication among the tax partner agencies regarding current and long-range agency specific projects.
- Identify opportunities to leverage resources among the partner agencies.

IV. Member Roles and Responsibilities

The FedState Steering Committee member represents his/her appointing agency. The member provides guidance and direction to information sharing committees project teams; raises and addresses issues between information sharing committees and project teams and his/her agency; and acts as a communications channel between information sharing committees and project teams, the Steering Committee, and his/her agency. Other responsibilities include:

1. Ensure that the Executive and Steering Committee modifications/adjustments to the information sharing committees' and project teams' activities are implemented (for the activities their agency has the lead.)
2. Recommend, obtain, and re-allocate resources from their agency.
3. Determine whether their agency wants to participate in a new project or activity.
4. Bring information sharing committees' and project teams' issues to the Steering Committee.
5. Report their agency's key initiatives and issues.
6. Inform and consult with the Executive Committee member from his/her agency.

V. Rotation of Chair and Recorder

The term of office for both chair and recorder shall be one calendar year and shall be rotated as follows:

| | |
|------|---------------------------|
| 2006 | EDD, Chair; FTB, Recorder |
| 2007 | FTB, Chair; IRS, Recorder |
| 2008 | IRS, Chair; BOE, Recorder |
| 2009 | BOE, Chair; EDD, Recorder |

VI. Decision Process

1. Decisions, appropriate to the jurisdiction of the Steering Committee, will be reached by consensus of members present. Consensus is defined as reaching a decision that everyone can live with after a complete airing of differing viewpoints. Consensus is achieved through discussion, not voting. If the group cannot reach consensus, the Chair will present the issue to the Executive Committee.
2. Approved joint projects may not require staff participation by each tax partner agency.

VII. Assumptions and Constraints

- Each appointed Steering Committee member has the authority to commit resources and make decisions on behalf of their appointing agency.
- The making of decisions will not be postponed or nullified due to the absence of a member of the affected organization.
- The Steering Committee has the authority to establish, modify, and terminate information sharing committees and project teams as deemed necessary.
- Information sharing committees and project teams will employ standard project management methodologies (defined by this committee) for all projects in order to ensure projects are completed on time, within budget, and meet business needs.
- Information sharing committees and project teams will also implement security policies and standards to protect systems, networks, resources and data from loss and unauthorized access, use, modification, destruction, and disclosure.
- The role of the FedState Coordinators is to coordinate the work of this Steering Committee and the information sharing committees and project teams by acting as a clearinghouse for joint projects. They should insure communications with affected parties and work to avoid duplication of effort among the partner agencies. They also will serve as a liaison between the Steering Committee and the other partnership committees to ensure clear communications, project guidance, and provide an annual review of committee and project activities.
- The successful completion of FedState projects is dependent upon the active participation and resource availability of participating agencies.