

**FIRST CIRCUIT JUDICIAL COUNCIL  
IT COMMITTEE CHARTER, MISSION STATEMENT, AND COMPOSITION**

**JULY, 2018**

In recognition of the fact that Information Technology (IT) development and security issues have become a national priority, Chief Judge Howard, as Chair of the First Circuit Judicial Council, has established a First Circuit Council IT Committee. The IT Committee is charged with establishing and promoting a uniform approach to IT development and security throughout the circuit. In furtherance of this goal, the Committee will:

- Review and make recommendations to the First Circuit Judicial Council regarding proposed circuit-wide model automation policies, guidelines, and best practices to:
  - promote the consistent deployment and maintenance of automation systems; and
  - elevate the IT security posture of court units throughout the circuit.
- Analyze the results of the IT Security Self-Assessments (Scorecard) throughout the circuit and identify initiatives to address gaps and improve performance;
- Consider and discuss emerging IT issues and concerns related to security, training, developments, disaster recovery, and other matters; and
- Promote the interests of the First Circuit courts in national automation initiatives.

The Committee shall report directly to the Judicial Council of the First Circuit. All members of the Committee are appointed by the Chief Circuit Judge. The Committee is chaired by a circuit judge and includes a district judge, bankruptcy judge, or clerk representative from each of the circuit's five (5) districts, and the Circuit Executive. Members shall serve a term of three (3) years. The Deputy Circuit Executive and Assistant Circuit Executive for IT will serve as non-voting members.