

# GOVERNANCE

The steering committee meets quarterly to review progress reports and make decisions. Depending on the needs and size of the organization, this can be part of the responsibilities of an existing leadership committee or the establishment of a new committee. **(see steering committee responsibilities)** The leader responsible for the activities of the program can be a separate position or the responsibility of another leader. **(see business continuity director responsibilities)** If the selected leader is the emergency manager, continuity committee activities may be carried out under the existing emergency management (EM) committee structure. However, it is recommended that this only be considered in cases where the emergency manager is a dedicated full-time employee.



Illustration 1

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## **Steering Committee Responsibilities**

- Attend the plan development kickoff meetings
- Attend meetings quarterly to review data for decision support regarding recovery solutions, risk mitigation strategies and any investments regarding the program
- Make decisions regarding project timelines and resources when required by the Project Manager
- Establish a EM/BCP policy
- Allocate knowledgeable personnel and sufficient financial resources to properly implement the BCP
- Ensure that the BCP is reviewed and approved at least annually
- Ensure employees are trained and aware of their roles in the implementation of the BCP
- Review the BCP testing program and test results
- Ensure the BCP is continually updated to reflect the current operating environment

## **Business Continuity Director/Committee Chairperson Responsibilities**

- Identify plan development participants and manage their availability
- Schedule and coordinate resources necessary to complete the project tasks
- Coordinate efforts to identify, obtain, and deliver the information required to complete the deliverables in the required time frames
- Oversee and ensure completion of any data gathering and other tasks assigned to project participants
- Review and approve deliverables in a timely manner
- Attend and participate in key interviews and program development activities
- Act as the resource responsible for coordinating future plan development efforts and ongoing plan maintenance and testing activities
- Provide education to department leaders