



Commonwealth of Massachusetts

Executive Office of Technology Services and Security (TSS)

Office of Strategy and Planning

Information Technology Investment Advisory Board (IIAB) Charter

Background

The Information Technology Investment Advisory Board (IIAB) brings together key executives from across the Commonwealth with experience in information technology investment portfolio management to approve and oversee capital projects, and the resolution of high-level business issues as they arise.

The IIAB is chaired by the Secretary of the Executive Office of Technology Services and Security (TSS). Membership is not representative of specific agencies, and members are expected to act in the best interests of the Commonwealth to ensure that government resources are used effectively and efficiently to achieve the greatest possible social and economic benefits.

Mission

The purpose of the IIAB is to oversee the Commonwealth's Information Technology Capital Investment Plan's (CIP) by establishing policies and standards as required, reviewing individual project spend and performance as is deemed desirable, and considering project risks and exposures. The IIAB will review capital project proposals, ensure they align with the agencies' missions, strategic objectives, and available funding to make recommendations to the TSS Secretary on the best use of capital funding.

Composition

The Board will be comprised of up to ten (10) members chosen by the Secretary of TSS for the members management expertise and experience with project management at a senior level (Please note, each board members Secretariat/Agency has been listed as a reference, but as a member of the board they are not representing their individual Secretariat/Agency). The Secretary will serve as Chair, making a total of 11 members. The Secretary of TSS and

the Secretary of Administration and Finance will each appoint a member to serve on the Board for a duration determined by each Secretary.

The remaining eight (8) members will be appointed to three-year terms staggered such that approximately 1/3 of the Board is up for appointment each year (see diagram below). Terms will align to fiscal years (July 1 – June 30) and can be renewed with approval from the Secretary of TSS.

The Board may form sub-committees of at least two members to review specific projects or issues as they arise.

Meetings

Meetings of 90 minute duration will be held on a regular schedule at least ten times a year, or more frequently as circumstances require. Generally, meetings will be from 3.00pm to 4.30pm on the last Wednesday of the month, holidays permitting. Every other year, there will be two meetings in either January or February to consider the biennial CIP. The Chair, or a majority of members, may call a special meeting.

The majority of members present will constitute a quorum. All actions require the affirmative agreement of the majority of the members present.

Duties and Responsibilities of Members

Members will have the following duties and responsibilities:

- Regular attendance at Board meetings
- Establish investment principles and periodically review them for relevance to Administration priorities
- Recommend the biennial and five-year capital plans and capital funding requests
- Prioritize IT capital funding where requests exceed available funding
- Oversee and review the capital portfolio, programs, business cases, project plans, budgets, and other relevant documentation
- Suggest best practice policies, standards, and procedures governing capital project planning, management, and delivery
- Advise the Chair on capital program topics as they arise during the term of the Board

FY26 Membership

Chair of the Board

| Name | Title |
|--------------|-----------------------|
| Jason Snyder | TSS Secretary (Chair) |

Secretary Appointees

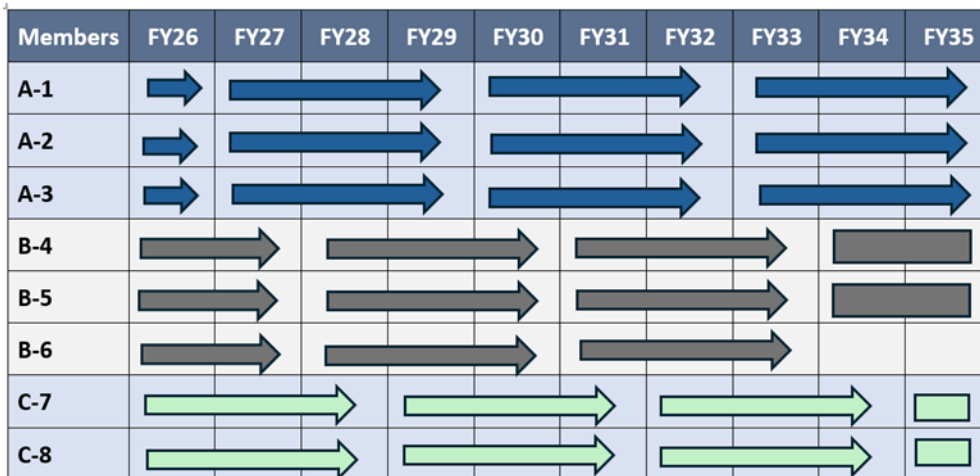
| Name | Title |
|-----------------|--|
| Michelle Vaughn | Assistant Secretary, TSS Strategy & Planning (TSS Secretary Appointee) |
| Timur Yontar | Capital Budget Director, ANF (ANF Secretary Appointee) |

At-Large Members

| Name | Title |
|---------------------|---|
| William McNamara | Comptroller |
| Mark Fine | Assistant Secretary Operational Services, OSD |
| Susan Terrey | Deputy Secretary, Undersecretary for Homeland Security, EOPSS |
| Christopher Harding | Chief of Staff, Undersecretary, EOHHS |
| Daniel Shark | Assistant Secretary for Administration & Finance, EOHHS |
| Edith Kwok | Secretariat Chief Financial Officer, EOE |
| Helen O'Malley | Program Manager, CTR |
| Steve Duncan | Chief Information Officer, TRC |

Membership Rotations

Members will be appointed at the first meeting of the Board for three-year terms staggered such that approximately 1/3 of the Board is up for appointment each year (see below diagram).



Document Change Control

| Version Number | Revised by | Effective Date | Description of Changes |
|----------------|-------------------------------|----------------|------------------------|
| 1.0 | Office of Strategy & Planning | 3/19/2026 | Initial Document |