



State of Oregon

Chief Audit Executive Council

Charter

Background

Per ORS 184.360 the Oregon Department of Administrative Services (DAS) will coordinate internal audit activities within state government to promote effectiveness. The Chief Audit Executive Council (CAEC) is an important component of DAS' ability to coordinate such activities.

Scope and Purpose

The CAEC is a collaborative group with the intent of sharing information to promote effective internal audit resources within the State of Oregon. While not directing individual agency internal audit functions, the CAEC strives to enhance the internal audit professional role and impact on governance, risk management, and control activities within state government. The CAEC will:

- support the internal auditing objectives of state government and individual agencies;
- establish, promote, and support strategic internal audit initiatives in state government through intentional, visible stakeholder relationships with the Joint Legislative Audit Committee (JLAC), Secretary of State Audits Division, agency audit committees, and agency heads;
- facilitate cross-agency communication and collaboration to promote effectiveness;
- proactively identify and act on opportunities for multi-agency and enterprise initiatives to optimize government internal audit services;
- form workgroups and subcommittees, as needed, to consider internal audit issues and develop recommendations, tools, and training materials; and
- advise DAS executive leadership on internal audit related business needs and challenges.
- administer the CAE Mentorship Program for newly hired CAEs.

Authority

With the collaboration and support of DAS, this charter is created per CAEC membership majority, applies to the work of the CAEC, and is coordinated by the CAEC Chairperson and Vice-Chairperson.

Principles

CAEC activities are guided by the following principles:

- CAEC activities are supported by the agency executives.
- CAEC success depends on commitment to an environment that encourages open, candid, and robust dialogue. Members fairly and objectively exercise best judgment in CAEC activities, keep an open mind, and maintain the confidentiality of all agency specific sensitive information.
- CAEC success depends on striking the appropriate balance between agency needs and multi-agency or enterprise-level activity.
- CAEs work together to benefit state government as a whole.
- Communication between the CAEC and other stakeholder groups promotes beneficial business outcomes.
- The diverse needs and constraints of all state agencies are considered in CAEC planning and actions.

Membership

CAEC membership is comprised of the Chief Audit Executives, or agency designees, who has responsibility for each state agency's internal audit activities.

Roles

Each member of the CAEC will:

- routinely share information about internal audit, consulting and assessment activities occurring within their agency;
- keep abreast of current auditing standards and requirements;
- actively participate in discussions and workgroups;
- promote interagency knowledge sharing, collaboration, and professional networking to explore and act on issues of common risks, consultative opportunities, and quality assurance services;
- act as a communication bridge between the CAEC and agency leadership, including agency audit committees;
- build strategic relationships and practices needed to leverage and promote opportunities for multiagency and enterprise-level audit work;
- participate in developing quality advice and recommendations for stakeholders;
- provide input about internal audit related planning, programs, policies, projects, and initiatives;
- collaboratively plan and cooperatively act to fulfill strategic or policy direction; and
- actively support and sponsor CAEC activities, including contributing resources to CAEC endeavors, workgroups, and communities of practice.

Elections

The CAEC has three elected officer positions: Chairperson, Vice-Chairperson, and Secretary. Each officer serves a one-year term of office. The Chairperson and Vice-Chairperson must be current members of the CAEC and practicing Chief Audit Executives. The position of Chairperson is filled by the Vice-Chairperson at the July meeting of the CAEC or for the remainder of the term after the position of Chairperson is vacated. The positions of Vice-Chairperson and Secretary are elected from the CAEC membership by a vote of the membership prior to the July meeting.

Meetings

The CAEC meets every other month, or at a schedule determined by the Chairperson and Vice-Chairperson that best advances the values and roles listed above. The CAEC must meet a minimum of four times per year. Meetings will be scheduled at the call of the Chairperson. Guests may attend at the discretion of the Chairperson. Standing guest invitations are extended to DAS leadership and the Secretary of State's Audits Division executive leadership.

Support

The Chairperson will prepare and distribute a meeting agenda at least one week in advance of every meeting. The Secretary will ensure notes are taken at each meeting. Meeting minutes will be reviewed and approved by the attending CAEC members at the beginning of the next meeting. CAEC members may be called upon to contribute additional administrative or professional support when needed.

Changes to the Charter

The Charter will be reviewed at least biennially. Membership will be provided advanced notice of any Charter review agenda items. Revisions will be made based on a majority vote of membership in attendance at the scheduled CAEC meeting.

Adopted as revised on this 8th day of April, 2020

 May 5, 2020

Jacqueline Carter, ODF CAE
CAEC Chairperson


Katy Coba
Department of Administrative Services, COO