

## Illinois Terrorism Task Force CHARTER

December 11, 2013

### **Mission**

The Illinois Terrorism Task Force (ITTF) serves as an advisory body to the Governor, the Governor's Homeland Security Advisor and the Illinois Emergency Management Agency. The ITTF provides recommendations and guidance on homeland security laws, policies, protocol and procedures. Through a diverse partnership of local, state and federal government representatives, as well as private and non-governmental organizations, the ITTF focuses on establishing and maintaining long-term strategic solutions to the threats and realities of terrorism and major events.

### **Authority and Responsibilities**

Executive Order 2003-17 established the ITTF as an advisory body to the Governor and the Deputy Chief of Staff for Public Safety. The ITTF also serves as the state homeland security strategic planning body for the U.S. Department of Homeland Security grant programs.

The ITTF shall develop policies related to appropriate training of local, regional and state officials to respond to incidents involving conventional, chemical, biological and/or nuclear weapons.

The ITTF shall oversee the weapons of mass destruction teams, developing appropriate protocol, staffing, training and equipment guidelines.

The ITTF shall advise the Illinois Emergency Management Agency on issues related to the application for and use of all appropriate federal funding that relates to combating terrorism.

The Chair of the ITTF shall submit an annual report to the Governor by March 1<sup>st</sup> of each year detailing the activities, accomplishments and recommendations of the ITTF in the preceding year.

### **Membership**

Members of the ITTF may be appointed with the nomination of the Chair and the approval of the Governor. Members serve without pay but may receive travel and lodging reimbursement as permitted by applicable state or federal guidelines and at the discretion of the Chair.



## **Governance**

The Chair is appointed by the Governor and serves as the administrator of the ITTF. Committees may be established by the Chair to assist in formulating and implementing policies, goals and objectives of the ITTF. ITTF meetings and any committee meetings are subject to the Open Meetings Act.

## **Meetings**

ITTF meetings are held six times a year, or as determined by the Chair, according to the meeting schedule established prior to January 1 of each calendar year. The Chair may call an unscheduled meeting if an issue requires the review and approval of the ITTF.

A quorum must be present for the ITTF to take final action on an issue. A quorum is defined as a majority of the established membership entities.

## **Changes to Charter**

The ITTF will review this charter on a regular basis. Any revisions will be documented and voted on at a regular meeting. If approved by majority vote, the change/revision will be made and take effect immediately, unless otherwise specified.