

POLICY TITLE	Cybersecurity Sub-Committee Terms of Reference
POLICY NUMBER	G-1.9.1
APPROVAL DATE	November 6, 2023
APPROVAL BODY	Board of Governor
REPLACES (IF APPLICABLE)	n/a
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
NEXT REVIEW DATE	November, 2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Vice-Chair
SUPPORTING DOCUMENTS	

CYBERSECURITY SUB-COMMITTEE TERMS OF REFERENCE

TERMS OF REFERENCE

The Cybersecurity Sub-Committee is a sub-committee of the Board of Governors Risk and Audit Committee. They are responsible for assisting the Board of Governors in fulfilling its enterprise risk management oversight by monitoring the college's cybersecurity risk mitigation policies and strategies. The Sub-Committee will provide quarterly reports and recommendations to the Board, which will include recommendations on regular training in cybersecurity risk management.

DEFINITIONS

1. **Cybersecurity** is the practice of protection of critical systems and data from cyberattacks, ransomware and other information technology threats.
2. **Enterprise risk management (ERM)** (including cybersecurity risk management) protects systems and data. ERM uses technology, processes, and practices to:
 - Identify assets and threats.
 - Determine the likelihood of threats materializing.
 - Determine the potential impacts.
 - Document current mitigation strategies.
 - Identify and implement mitigation strategies to manage residual risk (risk that remains after measures are in place).
 - Monitor risk and mitigation strategies.

GUIDING PRINCIPLE

The Board of Governors oversees cybersecurity risk management by holding management accountable for identifying and mitigating risks. The Auditor General of BC has set the requirements for public post-secondary institutions for cybersecurity risk management including training for the Board.

ROLE

The role of the Cybersecurity Sub-Committee is of oversight.

- The Sub-Committee will ensure the Board is aware of the cybersecurity mitigation strategies that are in place by providing quarterly updates to the Board.
- The Sub-Committee will ensure the Board members have adequate regular training in the oversight of managing cybersecurity.

MEMBERSHIP

1. The Cybersecurity Sub-Committee will consist of no fewer than four appointed Board members appointed by the Risk and Audit Committee Chair. The Risk and Audit Committee Chair will chair the Sub-Committee. The College President will be an *ex-officio* non-voting member of the committee. The Chief Information Officer (CIO) and the VP Administration & Chief Financial Officer (CFO) will attend as resources. Non-Board members with expertise will be invited at the discretion of the Sub-Committee Chair.
2. All membership appointments will be for one year. Re-appointments are permitted.

COMMITTEE OPERATION

The committee will meet four times a year, coordinating with the Executive Committee's schedule. An annual schedule will be drawn up prior to the commencement of each academic year (September). Extra meetings may be added.

The committee will receive quarterly reports from the Chief Information Officer and relay the reports to the Board of Governors with recommendations, including for training.

The majority of the members of the committee will constitute a quorum.

Administrative support will be provided by the Executive Assistant to the Board.

Committee members will be expected to attend all meetings, including extra meetings.

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [G-1.9 Risk and Audit Committee Terms of Reference](#)
- [0-2.1 College-Wide Risk Management](#)