

AI Council Charter

1. Purpose

The AI Council exists to ensure that [Organization]'s use of artificial intelligence is safe, ethical, compliant with applicable laws and standards, and aligned with our values and strategic objectives.

2. Scope

The council's authority covers:

- All AI and machine learning systems developed, procured, or operated by the organization
- Generative AI tools and services used by employees
- Vendor and third-party AI systems integrated into business processes
- Automated decision-making systems that affect customers, employees, or the public

3. Authority

| Authority Level | Description |
|------------------------------|-----------------------------------------------------------------|
| Approve | Authority to approve AI use cases that meet policy requirements |
| Conditionally approve | Authority to approve with required mitigations |
| Escalate | Authority to escalate to executive sponsor or board |
| Block | Authority to halt AI use cases that pose unacceptable risk |
| Recommend | Advisory authority on policy, standards, and risk appetite |

4. Accountability

The council reports to: [Executive Sponsor / Board Committee / CTO]

Annual reporting to: [Board / Executive Leadership]

Annual report covers: AI inventory, decisions made, incidents, and policy changes.

5. Membership

| Role | Name | Function | Term |
|-------------------|------|----------|------|
| Executive Sponsor | | | |
| Council Chair | | | |
| Member | | | |
| Member | | | |
| Member | | | |
| Member | | | |
| Member | | | |
| Member | | | |

6. Meetings

| Meeting Type | Frequency | Duration | Purpose |
|--------------------|-----------|----------|---------|
| Full council | | | |
| Triage huddle | | | |
| Champion briefing | | | |
| Executive briefing | | | |

Quorum: [Define quorum requirements]

Decision method: [Consensus with fallback to majority vote / other]

7. Review and Renewal

The charter is reviewed annually or when there is a material change in the organization's AI portfolio, regulatory environment, or risk appetite.

Last reviewed: [Date] **Next review:** [Date] **Approved by:** [Name and role]