AI System Governance Charter

Prepared for: Rising Against All Odds (RAAO)

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Purpose

The purpose of this charter is to establish clear governance practices for the use, oversight, and ethical operation of the Adaptive Intelligent Operating System (AIOS) at RAAO. It outlines responsibilities, accountability, data management, and review processes to ensure the AI system aligns with RAAO’s mission and compliance obligations.

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1. Governance Objectives

- Ensure AI system usage supports transparency, compliance, and operational efficiency

- Protect organizational data and client confidentiality

- Provide clear oversight for ethical AI behavior and auditing

- Define user responsibilities and limitations based on roles

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2. AI Governance Roles & Responsibilities

Executive Oversight

- CEO: Ensures AI usage aligns with organizational strategy and legal compliance

- Board of Directors: Approves policies, receives reports, and provides fiduciary oversight

Technical Oversight

- AI Officer (Tim Griffin):

- Maintains AI model integrity and operational settings

- Ensures security patches and performance updates

- Reviews system feedback and risk alerts

Departmental Responsibility

- Department Leads:

- Ensure their team uses AI ethically and effectively

- Flag concerns or misuse

- Participate in AI feedback sessions

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3. Data Governance & Security

- All AI-accessed data must follow HIPAA, IRS 501(c)(3), and grantor compliance

- AI may read organizational data, but does not store or export outside authorized storage

- User access is role-based and monitored through automated logs

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4. Oversight Procedures

- Quarterly AI Oversight Review:

- Log review

- Policy alignment check

- User feedback session

- Incident Response Protocol:

- Flagged events (e.g., unauthorized access attempt)

- Reviewed by AI Officer and Executive Team

- Response logged and archived

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5. Ethical AI Use Guidelines

- AI should always support human decision-making, not replace it

- Staff must never rely solely on AI for critical compliance determinations without review

- All AI use must be documented when related to grant reporting, financial reviews, or public communication

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6. Revisions & Review Cycle

- This charter will be reviewed annually by the Board

- Immediate updates may be issued if:

- New laws affect AI/data usage

- Significant changes to the AI system occur

📌 Appendix to follow in future version: Audit template, Risk log format, and Role-specific checklists