



ACCREDITATION COMMISSION CHARTER

Updated 5/16/24

AUTHORITY

The Accreditation Commission is a standing committee of the Board established under Article 6, Section 6 of the Inform USA bylaws.

MEMBERSHIP

The Accreditation Commission shall consist of at least seven (7) members (no more than 10) and shall include the following positions: Commission Chairperson, and Vice-Chairperson. Participation in the Accreditation Commission is voluntary. All Accreditation Commission members must sign a Conflict of Interest/Confidentiality Agreement.

- Accreditation Commission Members:
 - Shall be existing Inform USA Members, with a minimum of five (5) years of experience in the management and/or the provision of I&R to the general public and demonstrated competency in reviewing, evaluating, and documenting project materials.
 - Members must have participated in an Inform USA Accreditation process.
 - Shall be chosen from Inform USA members at large, and approved by Commission members.
- Accreditation Commission Chairperson:
 - Is responsible for the facilitation of Accreditation Commission meetings; review of Accreditation Site Visit Forms prior to Accreditation Award to confirm Accreditation criteria is uniformly evaluated; assist with the recognition of Inform USA Accredited organizations during Inform USA Conference; assist with the development of the Accreditation Commission Work Plan and presentation of periodic progress reports to the Inform USA Board of Directors.

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- Will also be a member of the Inform USA Board of Directors, and appointed by the Board Chairperson
- An Inform USA Board Member shall be appointed the chairperson of the Accreditation Commission by the Inform USA Board President for a two-year term. Following the two-year period, chairs may be confirmed for a further two-year period at the discretion of the President.
- Accreditation Commission Vice-Chairperson:
 - Is responsible for fulfilling the duties of the Chairperson if they are unavailable, and transitioning to the Chairperson when the position becomes vacant.
 - A vice-chairperson shall be appointed by the Inform USA Board President for a two-year term with the intention of transitioning to the Chairperson when the position becomes vacant.

OPERATIONS

1. The Committee shall meet every other month on the 3rd Thursdays of odd months at 1pm EST/12noon CST. Other meetings may occur as needed.
2. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting in which a quorum is present.
3. The Committee will report its activities to the Board on a regular basis and keep minutes of meetings.
4. A staff liaison shall be appointed by the Executive Director.
5. The Committee will review this charter periodically and recommend any proposed changes to the Executive Committee of the Board for review. The Board may amend this charter at any time.

RESPONSIBILITIES/OBJECTIVES

1. The Inform USA (AIRS) Accreditation Commission has autonomy from the Inform USA (AIRS) Board in terms of policy decisions and the administration of the Accreditation program, in accordance with accepted national standards for credentialing programs.
2. Under the general supervision of the Inform USA (formerly known as Alliance of Information and Referral Systems, Inc. (AIRS)), the Accreditation

Commission is responsible for the development and maintenance of policies for the accreditation program.

3. The Commission shall establish Accreditation Criteria at a quality level, based on the Inform USA Standards, that is appropriate for supporting broad improvements in I&R programs without presenting unrealistic barriers for potential applicants.
4. Accreditation Commission members provide the administration of the Inform USA Accreditation Program including the following:
 - a. Accreditation Criteria Development and Manual Review
 - b. Policy Development/Program Refinement
 - c. Consultation for unique situations
5. Each year, a Work Plan is established that guides the Commission's work. Ad Hoc groups are convened when necessary to make progress.