



DATABASE CURATION COMMITTEE CHARTER

Updated 3/14/24

AUTHORITY

The Database Curation Committee is a standing committee of the Board established under Article 6, Section 9 of the Inform USA bylaws.

MEMBERSHIP

1. An Inform USA Board Member shall be appointed as the chairperson of the DATABASE CURATION COMMITTEE 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.
2. 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.
3. Other members-at-large.

OPERATIONS

1. The Committee shall meet every other month. 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 annually at the first meeting of each calendar year and recommend any proposed changes to the Executive Committee of the Board for review. The Board may recommend amendments to this charter at any time.

PURPOSE:

The Database Curation Committee for Inform USA exists to review and support the needs of Resource Database Curators and the related needs of the Inform USA members at-large.

RESPONSIBILITIES/OBJECTIVES

1. Serve as a liaison for 211HSIS to consider suggestions from members of Inform USA.
2. Review resource database training material for Inform USA, including Inform USA Training Manual, Online Courses, and webinars.
3. Review and update core documents related to resource database issues as needed.
4. Provide suggestions for content for conferences and webinars.