



STANDARDS COMMITTEE CHARTER

Reviewed/updated: Spring 2026

AUTHORITY

The Standards Committee is a standing committee of the Board established under Article 6, Section 5 of the Inform USA bylaws.

PURPOSE

The Standards Committee creates and updates guidance for the community navigation industry regarding best practices and quality indicators. These Standards create the base of all Inform USA programs/products (certification, accreditation, training, etc).

MEMBERSHIP

1. The Standards Committee shall consist of between six to twelve members. Work may take place in smaller groups based on areas of expertise.
2. Appointed members include the chairperson of the Accreditation Commission and chairperson of the Certification Commission, but no other members of these Commissions.
3. Remaining Committee membership includes Inform USA members in good standing that represent the diversity of Inform USA membership.
4. Members must sign Inform USA's Conflict of Interest and Confidentiality policies prior to joining the Committee.
5. Prospective members can express interest during Committee recruitment season (typically Fall, but also as needed for this Committee) and join by responding to an invitation sent annually by the Chairperson (and/or Vice-chair). After successfully completing a preliminary interview and agreeing to the terms of membership, new members will be approved by the Chair and Vice-Chair.
6. Members may resign from the Committee at any time by submitting written notice to the Chair or Vice-Chair.
7. Members may be removed for violating the provisions of the Conflict of Interest and Confidentiality policies, and/or for interfering with the work of the

committee – subject to written request from the Chair or Vice-Chair to the Inform USA Executive Committee.

8. An Inform USA staff member is a liaison/support between the committee and Inform USA.

LEADERSHIP

1. The Chair of the Standards Committee shall be a member of the Inform USA Board and serve on the Inform USA Executive Committee under Article 6, Section 5 of the Inform USA bylaws.
 - a. Shall join the Board during recruitment years (the Fall of even numbered years).
 - b. The Chairperson shall serve a two year term, and can be confirmed for a further two year period by the Board.
2. The President of the Board may, with the approval of the Executive Committee, dismiss the committee chair and appoint a new chair to complete the remaining portion of the term for that committee.
3. A Vice-Chair shall be selected from the Committee Membership to provide contingency support to the Chair. At the end of the Chairperson's term, the Vice-Chair shall be considered for succession planning to fill the Chairperson seat. If so, they will be recommended to the Executive Committee for Chair nomination.
4. The Standards Leadership team is composed of the Committee Chair, Vice-Chair, appointed members (Certification and Accreditation), and staff liaison. This group shall meet regularly (no less than quarterly) in between review cycles to keep apprised of emerging trends/practices, time-sensitive revisions to the Standards, and/or to the quality indicators.

OPERATIONS

1. An updated version of the Standards is released at minimum every three years, with emerging trends released in the off year(s) when necessary.
2. The meeting schedule during a rewrite cycle will be determined by the Chair and staff liaison with input from committee members.
3. A majority of Committee members will constitute a quorum.
4. The Committee will make revisions to the language of the Standards and additions/revisions/removal of Quality Indicators on the basis of consonance

and consent (i.e. a majority of members support a decision and none strongly object).

5. The addition and/or removal of a Standard will require a vote of a majority of the Committee members present at a meeting in which a quorum is present.
6. The Committee will report its activities to the Board on a regular basis and keep minutes of meetings.
7. Prior to publication of a new version of the Standards, the Chair and/or staff liaison shall communicate a summary of changes to those responsible for Inform USA programs/products.
8. The Committee will review this charter periodically and recommend any proposed changes to the Executive Committee of the Board, for review and approval, proposed revision, or referral to the board. The Board may amend this charter at any time.

INPUT, APPROVAL AND DISTRIBUTION

1. Input from the membership is sought throughout the review cycle, including during the in-person Conference that proceeds the work and a final member comment phase near the conclusion of the review cycle.
2. Additional input from Inform USA Committees and/or industry subject matter experts may be consulted through the process.
3. The Inform USA Board must approve all new Standards or major modifications of existing Standards.
4. The Standards are made available, free of charge, on the Inform USA website to support the industry with guideposts for excellence.