



## STATE ADVISORY COMMITTEE CHARTER

Updated 1/1/25

### **AUTHORITY & PURPOSE**

The State Advisory Committee (SAC) is a standing committee established under Article 6, Section 10 of the Inform USA bylaws. The purpose of the SAC is to elevate the work of Inform USA member organizations across the United States of America and to provide support, guidance, and feedback to the Inform USA board of directors and leadership.

### **MEMBERSHIP**

1. Each state and territory represented by the United States of America is permitted to have up to three representatives serve on the SAC. Each state's three representatives must represent a distinctive area of Information, Referral, and Assistance (IR&A). For example, only one representative seat may be held by a 211 organization.
2. SAC members are elected by Inform USA member nomination and voting. The board of directors confirms the elected SAC members annually at the Inform USA AGM. To be eligible for nomination and appointment to the SAC, individuals must:
  - a. Be a Platinum member of Inform USA and be in good standing for a minimum of one year prior to nomination.
  - b. Be a permanent resident of the state they're applying to represent
3. SAC members are desired to be individuals representing agencies with an interest in state or federal-level advocacy for Information and Referral (I&R)
4. SAC members serve a maximum of two consecutive two-year terms, except members appointed by former affiliate leaders, who will initially serve one-year terms to allow for staggered membership.
5. SAC members who miss more than two consecutive votes or meetings without notice may be removed from the committee's membership.

## **LEADERSHIP**

1. The SAC shall be chaired by a board member appointed by Inform USA's president. The chairperson will serve a maximum of two consecutive two-year terms.
2. In addition to the chairperson, three other members of SAC will be appointed to the Inform USA board of directors by the board president. These other members will each represent a distinct region of the U.S.A. and a distinct service area of I&R.

## **OPERATIONS**

1. The SAC shall meet quarterly via Zoom on the last Friday of the last month of each quarter. If this day falls on a holiday or day Inform USA is closed, an alternative date will be set by Inform USA leadership.
2. One in-person gathering of SAC members will occur at the Inform USA National Conference during years when in-person meetings are possible.
3. A simple 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.
4. The Committee will report its activities to the Board on a regular basis and keep minutes of meetings.
5. The Executive Director shall serve as the Committee's staff liaison.
6. 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.

## **ONGOING RESPONSIBILITIES**

1. The SAC will review Inform USA grant and scholarship applications and determine awardees via electronic vote.
2. The SAC will regularly provide updates on behalf of their state via electronic submission and virtual meetings on sector-level focus areas, including but not limited to:
  - a. Public Policy
  - b. Workforce Development
  - c. I&R Technology
  - d. I&R Best Practices

3. SAC members will be considered representatives for prospective and current Inform USA members who want to get involved in their State's network of I&R providers.
4. The Inform USA Board of Directors may seek the counsel of the SAC to inform their decision-making process.