



TECHNOLOGY COMMITTEE CHARTER

Updated 9/12/25

PURPOSE

The Technology Committee conducts strategic analysis of challenges and opportunities related to information technologies that are or may be involved in community resource navigation (such as software development, technical protocols, and the use of Artificial Intelligence and algorithmic systems).

AUTHORITY

The Technology Committee is a standing committee authorized to make recommendations to the Inform USA Board and membership on technology-related matters that impact Inform USA and its membership.

MEMBERSHIP

1. Membership is composed of designated members of Inform USA in good standing, including representative participation that reflects the diversity of our members and their communities.
2. The committee should have a minimum of 5 members and a maximum of 15.
3. Prospective members can join by responding to an invitation sent annually by the Chairperson (and/or Vice-chair), after successfully completing a preliminary interview, receiving approval from the Chair and Vice-Chair and agreeing to the terms of membership. Prospective members can also be nominated or self-nominate for consideration to join at any time during the year, subject to interview and approval as per above.
4. Members can remove themselves by submitting a written notice to the Chair or Vice-Chair at any time.
5. Members can be removed for failing to uphold the responsibilities of membership, for violating the provisions of the Conflict of Interest and Confidentiality policies, and/or for interfering with the work of the committee – subject to a written request from the Chair or Vice-Chair to the Inform USA Executive Committee.

LEADERSHIP

1. The Chairperson is appointed by the president of the board and is a member of the Inform USA Board of Directors. All chair appointments shall be 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. The Vice-Chair is appointed by the president of the board. The Chair can make recommendations to the president as to committee members who are positioned to serve as Vice-Chair.
3. The President may, with the approval of the Executive Committee, dismiss a committee chair and appoint a new chair to complete the remaining portion of the term for that committee.

OPERATIONS

1. The Committee shall meet monthly. 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 keep detailed minutes of meetings and archive these in a shared file folder accessible to Inform USA members.
4. The Committee will report its activities to the Board on a regular basis.
5. Unless the Committee otherwise directs, the Executive Director may attend all Committee meetings.
6. The Executive Director shall designate a staff member to serve as the Committee's staff liaison.
7. 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. Develop resources and guidance for Inform USA members for purposes related to technology needs assessment, design, procurement, implementation, evaluation, and governance.
2. Develop materials and guidance that promote standardization, interoperability, reliability and associated kinds of quality assurance among technology products in the I&R market.
3. Recommend strategies for capacity building and infrastructural development that may be undertaken by Inform USA, our members, and/or

our partners, for the purpose of lowering costs and other barriers to entry, and mitigating risks, associated with innovative technology strategies.

4. Engage the broader Inform USA membership, especially any segments of the membership that are relatively unrepresented by Committee membership, to elicit sufficient input to ensure that an appropriate diversity of perspectives are considered in the Committee's process.