



TRAINING COMMITTEE CHARTER

Updated 1/1/24

AUTHORITY

The Training 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 TRAINING 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 of Inform USA.

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 periodically and recommend any proposed changes to the Executive Committee of the Board for review. The Board may amend this charter at any time.

PURPOSE:

The Training Committee for Inform USA exists to review and support the training needs of its membership.

RESPONSIBILITIES/OBJECTIVES

1. Review training material for Inform USA, including Inform USA Training Manual, Online Courses, and webinars.
2. Score proposals for speaking opportunities at upcoming Inform USA conferences, both in-person and virtual.
3. Make recommendations about training systems and software needed to support the training needs of Inform USA and its members.
4. Develop curriculum to support Inform USA Certification, Standards, and Accreditation needs of its member organizations and associated staff and/or volunteers.