



NC WISE User Advisory Board Charter

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Version Control

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Objective

The purpose of this document is to define the mission, membership, governance and election process for the members of the NC WISE User Advisory Board (UAB). The document is specific to UAB and does not replace charters of participating NC WISE groups.

Common Terms

Term	Definition
UAB	User Advisory Board
LEA	Local Education Agency

User Advisory Board Purpose

The UAB is an organization representing and promoting the collective interests of NC WISE user community. The UAB is a voluntary group representing common customer interests from the statewide user community. Within the context of its mission, the UAB will be responsible for the following:

- Establish a venue to define and discuss the strategic direction, planning and execution of programs and initiatives as identified by the UAB for affiliated user groups.
- Identify and discuss topics and issues that are relevant to all user groups (examples would include support, quality, training, membership and documentation).
- Establish a forum between user groups and the NC WISE team at NCDPI for the sharing of information, opinions and the exchange of ideas and documents.

Topics that can be discussed by the UAB shall include, but will not be limited to the following:

- Enhancements
- Support, customer services and education
- Quality and reliability
- Communications
- Membership
- Product development
- Collaborative public relations initiatives and membership efforts

Organizational Structure

The UAB is a structured organization comprised of representatives from LEAs and charter schools currently using NC WISE. NCDPI internal business owners who rely on data provided by NC WISE are also part of the UAB.

All members should participate in the activities associated with UAB responsibilities. The activities include, but are not limited to:

- Attend monthly meetings hosted at NCDPI in Raleigh.
- Maintain a two-way channel of communications to the various user group communities represented and report on UAB activities and proposals.
- Participate as appropriate in the NC WISE/SIMS Symposium and user group meetings to ensure that all user groups have the opportunity to be represented.

Officer Election Process

Co-chairs, one from an LEA and one from DPI will be elected. The term for each officer will be two years. The UAB will be responsible for initiating the election process three months prior to the end of the term. If the office bearer is no longer eligible for the post or a vote of no confidence is passed then the election process for that office will be invoked by the UAB.

Organization of Meetings

The UAB Co-chairs are responsible for soliciting and compiling agenda items.

The NC WISE program director is responsible for the final approval of the agenda items.

These items are solicited from NCDPI management, NC WISE project team personnel, UAB members and the UAB Co-chairperson(s) one week prior to the scheduled UAB meeting. The appropriate meeting material includes, copies of the agenda, briefing documents and deliverables that support each of the agenda items and will be compiled and distributed electronically to UAB members by close of business on the Tuesday preceding the UAB meeting.

A designated person from the NC WISE team at NCDPI will record and distribute the minutes from each meeting. The minutes should be sent to all participants electronically by close of business the following Monday.

Amendments to the Procedures

Changes to these procedures must be documented and approved by the UAB. The UAB Co-chairs are responsible for recording these changes and ensuring they are publicized to all NC WISE members. These procedures should be reviewed on an annual basis to verify they still support the NC WISE solution.