

Assessment Steering Committee Charter

CHARTER

PURPOSE:

The purpose of the American Immunization Registry Association's Assessment Steering Committee (ASC) is to provide a forum for the development and testing of metrics, processes, and tools that assist Immunization Information Systems (IIS) to assess and improve data quality, functional capacity, and data use. The ASC also generates and disseminate guidelines, recommendations, and best practices. The intention of these recommended standards is to provide the IIS community with comprehensive assessment and measurement processes that will facilitate overall operations that supersede minimum requirements as described by the CDC.

SCOPE OF WORK:

The Committee will conduct regular (as determined by the Committee members) conference call meetings to develop an infrastructure and business plan for IIS assessments for the purpose of improving data quality (completeness, accuracy, and timeliness), functional capacity, and data use. This scope includes:

- Develop, test and implement a standard methodology and process for IIS data quality evaluation using an objective third party approach.
- Develop a standard methodology for conducting population-based IIS immunization coverage assessments.

MEMBERSHIP:

The membership of the Committee is voluntary. Membership will be reviewed annually by the AIRA Board of Directors. Members should be prepared to attend all meetings in order to benefit the group as much as possible.

The Committee will be composed of:

- At least one voting member of the AIRA Board
- At least one staff person from the CDC's NCIRD IIS Branch
- Volunteers from state IIS programs and state immunization programs
- Volunteers from the IIS community with an interest in assessment
- Two co-chairs that will coordinate and plan the meetings and work closely with the AIRA staff and Executive Committee. See the "Oversight" section for specific provisions.

Members will serve indefinitely and volunteer members may remove themselves from the Committee at any time. The AIRA President and Executive Director reserve the right to remove individuals if they feel it is in the best interest of the workgroup.

OVERSIGHT:

This Committee operates under the provisions of the AIRA Bylaws for “Other (non-standing) Committees”:

Article VII, Section II. Other Committees:

The Executive Committee, with the approval of the Board of Directors, shall establish other committees, workgroups, and task forces as appropriate to carry out the mission and goals of the Association and as defined in the operational and strategic plan. Each committee shall have a Board member serving as a Board representative. Committee recommendations that are material to the Association shall be presented to the Board of Directors for approval. For each committee or task force to be established, the Executive Committee shall submit a written description of the committee or task force to the Board for approval including its charge, scope of responsibilities, number of members, and expected duration of operation. Chairs of these committees shall be appointed by the President.

METHOD OF BUSINESS:

The Committee shall meet monthly, with additional meetings held as workload or needs require.

Any Committee member or AIRA Member may request an issue be placed on the agenda, although the co-chairs will be responsible for determining that the request is within the scope of duties that have been assigned. The co-chairs establish the agenda for a Committee meeting.

The activities from the cooperative agreement will be identified, with a work plan in place for each year.

The Committee works closely with the AIRA President and the Executive Committee. The AIRA Executive Director and staff will provide administrative assistance and a meeting scribe. Summaries of meetings will be reviewed by the co-chairs and distributed to the Committee. Summaries may be posted on the AIRA website and shared with the AIRA Board.

When an issue is identified which requires specialized knowledge and focused efforts, a task group will be identified, along with a chair or project lead assigned by the AIRA President. A scope statement will outline the mission, tasks and deadlines for accomplishing the task. When the task is completed, the group will disband.

DECISION MAKING:

Decisions will be made on clearly stated motions presented by a member. Every effort to attain consensus among Committee members will be made. However, if the Committee cannot reach consensus on an item, then a simple majority vote can be held to resolve the issue.

AMENDMENTS OF CHARTER:

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Amendments to this charter are made by a majority affirmative vote of Committee Members and approval by the AIRA Executive Committee and AIRA Board of Directors.