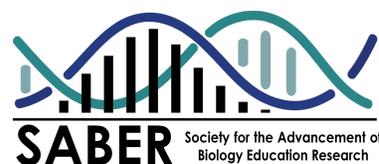


# Data Analysis and Stewardship Committee Charge



Date Adopted: 6/xx/2023

Next review: 01/01/2024

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## Responsibilities

- **Purpose:** The Data Analysis and Stewardship Committee facilitates and conducts research and assessment in support of SABER's mission, goals, and Strategic Plan, and acts as the steward of SABER data and information. The Committee facilitates and sustains ongoing assessment of organizational data and serves as the liaison between SABER members requesting organizational data and the Executive Committee
  - **Duties:**
    - Coordinate or ensure the collection, analysis, interpretation, and reporting of organizational-level data and information, including working with other standing committees of SABER in data collection and analysis efforts.
    - Provide an annual report of membership data to the EC
    - Provide relevant analysis of conference attendance and related data (e.g. analysis of conference abstracts selected for presentation; analysis of membership demographics as represented in conference attendance, accepted talks, satisfaction as indicated on post-conference surveys, etc.)
    - Develop a secure data storage and sharing infrastructure for organizational data
    - Serve as stewards of SABER data and information.
    - Develop an Acceptable Use Agreement (AUA) for members requesting access to de-identified organizational data for research purposes aligned with the SABER mission and goals and maintain records of completed AUA forms
    - Maintain a record of such requests and their status (denied, approved) and associated work (pending funding approval, ongoing, concluded, etc)
    - Liaise between EC and SABER members requesting access to de-identified organizational data for research purposes aligned with the SABER mission and goals
  - **Reporting:** The Data Analysis and Stewardship Committee reports to the Executive Committee on an ongoing basis. The chair (or delegate) from the DASC attends monthly Steering Committee meetings, and may attend EC meetings on an as-needed basis.
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## Accountability

The Data Analysis and Archival Committee reports to the Executive Committee

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### Membership

- **Number of Regular Members:** At least five members in good standing
- **Determination:** Volunteer/appointment by EC
- **Exofficio Members:** ?
- **Non-voting Members:** ?
- **Term of Service:** Appointed members serve for a term of two years, with a maximum of two consecutive terms of service on the committee for any member. Members may be appointed to another term of service after a leave of one year from membership on the committee.
- **Chair:** At the first meeting of the committee (After Aug. 1, annually), the members of the committee will vote to select the chair of the committee. The chair shall be a member of the committee beginning their *second year* of service on the committee (or, a member who has served on the committee for at least one year in the case of repeated terms on the committee). Excepting the first year of the committee (2023-2024), the committee chair will serve one year as chair of the committee. **The inaugural committee chair will serve a term of two years.**