Power BI User Group Charter

February 2022

CHARTER

Purpose

The purpose of the Power BI User Group is to provide support and serve as a resource for individuals in the IIS community who are Power BI users or interested in data visualization. The Power BI User Group encourages peer-to-peer relationships between jurisdictions and creates a community in which members can share their successes and challenges.

Type of Group

The Power BI User Group is a group of the American Immunization Registry Association (AIRA).

Scope of Work

The Power BI User Group is tasked to do the following across the IIS community:

- Demonstrate how Power BI can be used to achieve members' various data visualization goals.
- Share Power BI successes and lessons learned.
- Assist in troubleshooting issues members have while using Power BI.
- Encourage the implementation of data visualization tools.

Termination Date

The Power BI User Group will be evaluated for continuation at the end of every project year.

Membership

Membership in the Power BI User Group is voluntary. To maximize the benefits of the group, members are encouraged to attend all meetings, to read all information provided, and to engage with the community.

The Chairs of the Power BI User Group are Olenka Aguilar (North Dakota) and Abhinav Nalla (Michigan).

The Power BI User Group will be composed of:

- IIS staff who are experienced with or learning Power BI.
- IIS staff who are interested in learning more about Power BI.
- IIS staff who are interested in data visualization.
- Representatives from engaged IIS implementers.

Membership is open to staff from all awardees, IIS implementers, and AIRA. Members may join indefinitely and remove themselves from the Power BI User Group at any time. The AIRA Executive Director reserves the right to remove an individual if they feel it is in the best interest of the group.

Method of Business

The Power BI User Group will meet at least quarterly. Any Power BI User Group member may request a topic be placed on the agenda; the Chair(s) will be responsible for determining if the request is within the scope of duties that have been assigned. The Chairs and AIRA establish the agenda for each meeting.

AIRA staff will provide administrative assistance and a meeting scribe for minute-taking. Meeting minutes will be reviewed by the Chair(s) and distributed to the Power BI User Group. Meetings may be recorded by AIRA.

Decision Making

If decisions arise, they will be made on clearly stated motions presented by a member. Every effort to attain consensus among group members will be made. However, if the Power BI User Group cannot reach consensus on an item, then a simple majority vote of all members present, excluding AIRA staff, can be held to resolve the issue.

Review of Charter

This charter shall be reviewed internally by relevant AIRA staff and voted on by the Power BI User Group Members every even year.