



AIRA

AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

Tableau User Group Charter

Effective February 2021

CHARTER

Purpose

The purpose of the Tableau User Group is to provide support and serve as a resource for individuals in the IIS community who are Tableau users or interested in data visualization. The Tableau 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 Tableau User Group is a group of the American Immunization Registry Association (AIRA).

Scope of Work

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

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

Termination Date

The Tableau User Group will continue to exist for as long as needed. It will be evaluated for continuation in January of every year unless it has already been terminated.

Membership

Membership in the Tableau 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 Tableau User Group are Sydney Kuramoto (Minnesota) and Tavio Pirocchi (Colorado).

The Tableau User Group will be composed of:

- IIS staff who are experienced with or learning Tableau.
- IIS staff who are interested in learning more about Tableau.
- 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 Tableau User Group at any time. The AIRA Executive Director reserves the right to remove an individual if she feels it is in the best interest of the group.

Method of Business

The Tableau User Group will meet at least quarterly. Any Tableau User Group member may request an 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 Tableau 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 Tableau 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 approved by the Tableau User Group Members and reviewed every odd year.