**State of New Hampshire**

**GIS Advisory Committee Charter**

Last Updated: 05/07/2019

Purpose

To serve as the linkage between the legislatively created standing Geographic Committee, identified herein as the NH GIS Steering Committee, and the larger GIS user group community, identified herein as the NH GIS Technical Committee, in order to facilitate GIS collaboration among state agencies, municipal governments, and ??? and to coordinate statewide GIS projects as may be directed or requested by the NH GIS Steering Committee.

Responsibilities

1. 1. Make recommendations to the GIS Steering Committee for the development, use, and coordination of geospatial data and  resources by state agencies and municipal governments.2. Make recommendations to the GIS Steering Committee for centralized storage and distribution opportunities of GIS data and resources.3.Advise the NH GIS Steering Committee on geospatial needs of public & semi-public agencies; identify avenues where legislation may further efficiencies through enhanced cooperation.

4.In collaboration with the NH GIS Technical Committee, recommend statewide guidance and best practices, including:

* 1. Data Management and Metadata standards

Including best management practices for references

* 1. Provide recommendations on GIS platforms, systems and related hardware to capture, store, retrieve, and view data resulting in increased data interoperability and agency efficiencies
  2. Provide recommendations on guidelines and protocols for identifying what data elements can be shared/distributed
  3. Assist agencies in identifying which agency data elements can be GIS-compatible?

1. 5. Review GIS technology related RFPs for comments.
2. 6. Facilitate and execute projects and tasks as requested by the NH GIS Steering Committee subject to resource availability.

Deliverables

1. Annual report of development and coordination of geospatial data & resources by state agencies and municipal governments
2. Annual review of current and future asset needs, includingpriority and solution.
3. Annual update of the GIS Action Plan
4. Timeline for current and future technology related projects.
5. Review GIS technology related RFPs for comments.

Authority

The Advisory Committee derives authority from the GIS Steering Committee established under HB 377 (2016).

Meetings

The Advisory Committee will meet at the discretion of the Chairperson. In the event that the Chairperson is not available meetings will be scheduled at the discretion of the Vice Chairperson. Documentation of any decisions or direction from the Committee will be maintained. A simple majority of members will constitute a quorum and is required for meeting.

Advisory Committee Chairperson

The Chairperson for the Advisory Committee will nominated by the Steering Committee and approved by the GIS Technical Committee. The responsibilities of the Chairperson include, but are not limited to:

1. Ensure that all deliverables are produced on schedule.
2. Ensure that the Committee is productive and on-task.
3. Keep stakeholders informed of important decisions, needs and directions.
4. Propose times and locations for the Committee to meet.
5. Determine agenda items to be addressed at Committee meetings.
6. Facilitate the process for making recommendations and decisions by the Committee.

In the event that the Chairperson is not available for an extended period of time the responsibilities become those of the Vice Chairperson.

Standing Members

The Committee will consist of 9 regular members.

Standing Members:

* GRANIT Director-Fay Rubin
* NHOSI Principal Planner- Ken Gallager
* NHDOT Planning Data and Systems Manager- Glenn Davison
* NHDES\_Strategic Initiatives Manager-Ham McLean
* NHDOS GIS Administrator-Sean Goodwin
* NHDoIT GIS Specialist-Catherine Callahan
* NHRPC Representative-Sara Siskavich,
* Municipal Representative-to be named
* Non-Profit Representative-to be named

Member Expectations

Committee members are expected to attend meetings and to come prepared to those meetings. Members will have assignments that require independent or collaborative work between meetings.

Decision Making

Decision making of the Committee will focus on consensus.

Approved:

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 Denis Goulet, Chair GIS Committee Date

Commissioner