



ASSET USER GROUP CHARTER

A Wisconsin Association of Job Training Executives Subcommittee

MEMBERSHIP: Consists of one representative from each of the 11 Workforce Development Areas for WIA, and one appointed member of the WAJTE. Five other temporary members will represent TAA, VETS and Wagner-Peyser.

MISSION:

The mission of the ASSET User Group is to serve as a point of contact for DWD in order to disseminate information to providers and in return, ASSET User Group members agree to give information to DWD from providers. This communication exchange will provide continuous improvement to the ASSET system and the WIA system as a whole.

PURPOSE:

1. Ensure that WAJTE is informed of issues and resolutions of the subcommittee.
2. To provide input into the development, implementation, enhancement and use of the participant data system.
3. To advise DWS regarding needs and issues relative to local and statewide data systems.
4. To provide input to DWS policy and procedures about data collection, data management, data entry, program and management reporting, performance measurement and local report generation.
5. To assist DWS with the design and implementation of data validation initiatives to ensure data integrity and improve confidence in the data system.
6. To assist DWS with development of a training curriculum for locally available ad hoc reporting capability.
7. To provide input to DWS about training on performance measures requirements.
8. To establish a record of local data and performance related issues to be addressed.
9. To share best practices and to become informed users of ASSET and related data warehouses.

ELECTION & RESPONSIBILITIES OF OFFICERS:

1. The Chair will be elected at the first meeting of the User Group.
2. Election of the Vice Chair shall be by simple majority and will occur annually at the first meeting following May 1.
3. The Vice Chair will serve one year and then assume the position of the Chair of the Group.
4. Duties of the Chair:
 - a) Preside at the meeting.
 - b) Call quarterly and special meetings.
 - c) After seeking input from the membership and DWS, establish an agenda for meetings.
 - d) Appoint a secretary to keep minutes and conduct other communications of the subcommittee.
 - e) Select a site for meetings.
5. The Chair & Vice Chair of the ASSET User Group will be Workforce Development Board staff.
6. The Chair will be responsible for maintaining an email list of the membership. This list will be used to disseminate official correspondence between DWD and AUG members.
7. Forward ASSET User Group minutes to WAJTE Coordinator.

RESPONSIBILITIES OF DWS STAFF LIASION:

1. Assist the Chair with development of the agenda.
2. Invite agenda appropriate DWS, BITS for contractor staff to attend subcommittee meetings.

*Note: Voting of the ASSET User Group will be done by consensus.
Minutes will be posted on the Internet and distributed via email.*

ASSET User Group Website:
www.foxvalleywork.org/asset/asset_indexv3.htm