

**OVERVIEW OF METROGIS'S ORGANIZATION STRUCTURE**

<b>GROUP</b>	<b>PURPOSE</b>	<b>MEMBERSHIP</b>	<b>MEETS</b>
<b>Policy Board</b>	<ol style="list-style-type: none"> <li>1. Effectively guide the implementation and operation of MetroGIS.</li> <li>2. Determine the interests to be served by MetroGIS.</li> <li>3. Represent stakeholders that are Essential Participants and System Enhancers (those with membership on the Board) and serve as liaisons with their respective policy bodies.</li> <li>4. Represent Secondary Beneficiary stakeholders to MetroGIS.</li> <li>5. Maintain an up-to-date business plan to guide the operations of MetroGIS.</li> <li>6. Determine the appropriate mechanisms and policies for development and implementation of MetroGIS.</li> <li>7. Ensure the decision-making process involves all relevant and affected parties and is dominated by none to achieve the broadest efficiencies possible</li> </ol>	<ol style="list-style-type: none"> <li>1. The Policy Board's composition shall consist of a minimum of twelve members, one representing each of the following eleven MetroGIS stakeholder organizations, with the exception of AMM, which shall be permitted two representatives: <ul style="list-style-type: none"> <li>• Association of Metropolitan Municipalities (AMM)</li> <li>• Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington</li> <li>• Metro Chapter of the Minnesota Association of Watershed Districts (MAWD)</li> <li>• Metropolitan Council</li> <li>• Technology Information Education Services (TIES)</li> </ul> </li> <li>2. To be eligible for representation on the Policy Board, an organization or class of organization must: <ul style="list-style-type: none"> <li>• Be classified as either an essential stakeholder or a system enhancer stakeholder.</li> <li>• Have adopted a resolution endorsing MetroGIS.</li> </ul> </li> </ol>	Quarterly
<b>Coordinating Committee</b>	<ol style="list-style-type: none"> <li>1. Advise the Policy Board on matters concerning the design, implementation, and operations of MetroGIS, to include, but not be limited to: datasets and their characteristics which provide the greatest utility for the MetroGIS community (regional datasets/solutions), standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders, and data delivery and access procedures.</li> <li>2. Oversee performance measure and user satisfaction monitoring to periodically evaluate who is using DataFinder, what data are being accessed, and satisfaction with the functionality and data provided.</li> <li>3. Oversee provision of effective opportunities to share GIS related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community.</li> <li>4. Oversee implementation of MetroGIS Policy.</li> <li>5. Advise the Policy Board on the content of its business plan that guides the operations of MetroGIS.</li> <li>6. Ensure an effective means of communication between the Policy Board, the Committee, the Technical Advisory Team and any ad hoc work groups.</li> <li>7. Coordinate the work of the Technical Advisory Team and the ad hoc work groups.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Policy Board shall approve the interest categories to be represented by the members of the Coordinating Committee.</li> <li>2. The approved interest categories shall include, but not necessarily be limited to, <ul style="list-style-type: none"> <li>• Essential participant stakeholders,</li> <li>• Government that serves the metro area,</li> <li>• Academic institutions,</li> <li>• Non-profit organizations that serve as adjunct resources for local government,</li> <li>• Non-government providers of essential public services,</li> <li>• Private sector GIS consultants and 'Business geographics' interests, and</li> <li>• Other interests important to the long term success of MetroGIS.</li> </ul> </li> </ol>	Quarterly <i>(month prior to Policy Board)</i>

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	8. Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community. 9. Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, federal agencies, etc. 10. Perform such other duties as may be prescribed by the Policy Board.		
<b>Technical Advisory Team</b>	1. This Team will be relied upon by the Coordinating Committee for advice when it is not practical to convene a special purpose workgroup. Its primary function is to facilitate knowledge sharing among MetroGIS stakeholders. 2. The tasks and responsibilities of each team shall be determined by the Coordinating Committee. The teams shall have the following powers and duties: <ul style="list-style-type: none"> <li>• Present the Coordinating Committee with plans, studies, and recommendations for action that address each of its tasks as assigned by the Coordinating Committee or Policy Board.</li> <li>• Perform such other duties as may be prescribed by the Coordinating Committee.</li> </ul>	1. A standing Technical Advisory Team shall be created and maintained at the discretion of the Coordinating Committee. 2. Team members shall have acknowledged expertise relevant to the objectives and tasks of the team to which assigned. 3. Team members shall: <ul style="list-style-type: none"> <li>• Represent a variety of points view and be affiliated with organizations or interests with jurisdiction within one or more of the Metro Area Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington <b>or</b></li> <li>• Possess desired knowledge or expertise not otherwise provided.</li> </ul> 4. Each team shall have a liaison member from the Coordinating Committee	Twice a year (May and November, plus email communication between meetings)
<b>Special Purpose Workgroups</b>	The tasks and responsibilities of each team shall be determined by the Coordinating Committee. The teams shall have the following powers and duties: <ul style="list-style-type: none"> <li>• Present the Coordinating Committee with plans, studies, and recommendations for action that address each of its tasks as assigned by the Coordinating Committee or Policy Board.</li> <li>• Perform such other duties as may be prescribed by the Coordinating Committee.</li> </ul>	1. Ad Hoc or Special Purpose Workgroups are created and populated at the discretion of the Coordinating Committee and are to be dissolved when its assigned responsibility has been fulfilled. 2. Team members shall have acknowledged expertise relevant to the objectives and tasks of the team to which assigned. 3. Each team shall have a liaison member from the Coordinating Committee.	As needed

Source: MetroGIS Operating Guidelines. Last modified on July 28, 2004 ([http://www.metrogis.org/about/history/ops\\_guidelines.pdf](http://www.metrogis.org/about/history/ops_guidelines.pdf)).