

# Statement of Purpose

## Recollection Wisconsin Steering Committee

### Charge

Facilitate and support the ongoing operations of the Digital Public Library of America Service Hub in Wisconsin.

Facilitate and support a statewide community of practice around digital cultural heritage through teaching, consulting, or other activities aimed at developing local practitioners' capacity.

Provide advice and recommendations to the Recollection Wisconsin Governing Board on matters of interest to the Recollection Wisconsin consortium and the Wisconsin cultural heritage community.

Specific activities include:

1. Assess community needs in order to identify strategic priorities and improvements.
2. Based on community input, develop priorities for building and enhancing a statewide community of practice.
3. Develop policies and procedures as needed.
4. Recommend new content additions.
5. Advocate for and promote awareness of Recollection Wisconsin and DPLA to staff, colleagues, the general public, and other stakeholders as needed.

### Membership

Between nine and thirteen practitioners including librarians, archivists, curators, educators, and others, representing a broad range of Recollection Wisconsin Content Partners and other cultural heritage institutions throughout Wisconsin. The committee includes one representative appointed by each Governing Partner, if desired by the partner. The remaining seats are populated by nomination from the community and approval by the Governing Board. Committee members serve three-year terms.

### Leadership

A Committee Chair, selected by group consensus each year, will preside at meetings, review and advise on meeting agendas, and review and advise on discussion items that may arise between meetings. In cases of absence, the Chair may select a proxy from among the Committee members or a member of the project management team to serve in their place. The Chair, if capacity allows, may serve as the Committee's liaison to the Recollection Wisconsin Governing Board. Past Chairs, while not an official leadership role, may be called upon to provide advice and leadership to the Chair and project managers in order to support continuity of Committee activities.

### Meeting frequency

4-6 times per year.

### Document review

Adopted November 2016. Last updated April 2024. This document will be reviewed annually by the Recollection Wisconsin Steering Committee.