

Data (Survey) Committee Charter

Committee Type:	Standing Committee
Authority:	SILC Bylaws, Article 2, Section 2.17
Effective Date:	May 7, 2026
Last Revised:	March 2026

I. Purpose

The Data (Survey) Committee is responsible for designing, administering, and analyzing surveys and other data collection efforts that inform the SILC's understanding of community needs, guide SPIL development, and measure the effectiveness of the Independent Living Network. The Committee ensures that data-driven decision-making is at the core of the SILC's work.

II. Scope of Authority

- Design and administer the Community Needs Assessment survey and other data collection instruments.
- Analyze survey results and produce reports and presentations for the Council and the community.
- Provide data and analysis to support SPIL development, monitoring, and evaluation.
- Develop and maintain standardized data collection methodologies and tools.
- Ensure that all surveys and data collection are accessible to people with disabilities, including those with sensory, cognitive, and communication disabilities.
- Coordinate with the SPIL Committee to ensure data collection aligns with SPIL goals and indicators.
- Monitor trends in disability demographics, service utilization, and community needs across all islands.
- Protect the privacy and confidentiality of survey respondents in compliance with applicable laws.

III. Composition

The Data (Survey) Committee shall consist of:

- A Committee Chair appointed by the SILC Chair
- At least two (2) additional Council members
- The Executive Director (non-voting, staff support)

Members with experience in research, data analysis, survey design, or program evaluation are encouraged to serve. Academic partners, such as the Center on Disability Studies at the University of Hawaii, may be invited to participate in an advisory or collaborative capacity.

IV. Meetings

- The Data (Survey) Committee shall meet at least quarterly, or more frequently during survey development, administration, or analysis periods.
- A majority of Committee members shall constitute a quorum.
- Meetings may be conducted in person, by telephone, or by video conference.

V. Responsibilities

Survey Development and Administration

- Design survey instruments that capture the needs, barriers, and priorities of people with disabilities in Hawaii.
- Ensure surveys are available in accessible formats and multiple languages as appropriate.
- Coordinate distribution through CILs, partner organizations, and community channels to maximize reach across all islands.

Analysis and Reporting

- Analyze survey data and prepare summary reports, including the Community Needs Assessment Report and response snapshots.
- Present findings to the full Council and make data available to the SPIL Committee.
- Track longitudinal trends by comparing results across survey periods.

Data Quality and Ethics

- Ensure data collection methods are reliable, valid, and unbiased.
- Protect respondent confidentiality and comply with applicable data privacy requirements.
- Maintain data storage and retention practices consistent with organizational policy.

VI. Reporting

- The Committee Chair shall report on survey activities, findings, and recommendations at each regularly scheduled Council meeting.
- Minutes of all Data (Survey) Committee meetings shall be recorded, approved, and made available to Council members.

VII. Review

This charter shall be reviewed annually by the Data (Survey) Committee and the full Council.

Committee Chair Signature / Date

SILC Chair Signature / Date