

U.S. Small Business Administration Data Governance Board Charter

I. Introduction

The U.S. Small Business Administration (SBA) Data Governance Board (Board) was established by the Administrator in January 2020 in accordance with the *Foundations for Evidence-based Policymaking Act of 2018* (Evidence Act) and *Federal Data Strategy*. Its purpose is to oversee and direct the introduction and application of data governance best practices to ensure data governance is continuous, embedded, structured, and holistic throughout SBA. The members of the Board will collaborate in using data governance to enhance the Agency's ability to meet its mission and adhere to its core values by eliminating functional and departmental barriers and by moving towards an open and collaborative data governance structure.

Data governance is foundational to undertaking many activities to fully support implementation of the Evidence Act and Federal Data Strategy and the Board will work together on key data governance activities:

- Data Identification – Identify data assets and develop a data inventory with appropriate metadata.
- Data Management Policy – Develop rules for governing the creation, acquisition, privacy, integrity, security, quality, and use of data and information.
- Data Issue Management – Create a process for identifying and then addressing the obstacles that prevent effective use of data.
- Data Assessment – Develop processes to measure the quality, utility, and impact of data.
- Data Oversight – Monitor the organization's data assets and compliance with data policies and standards.
- Data Communications – Create opportunities for information flow to staff and managers to support an open and transparent data governance structure; and establish consistency in information dissemination and messaging driven by the respective data owners.

While the Board has the authority and responsibilities set forth in this Charter, Agency management will implement and maintain effective data governance in their areas of responsibility (i.e., data stewards, managers, and practitioners will continue to "own" data governance applicable to their respective areas).

II. Board Composition

The Data Governance Board is comprised of two groups: 1) voting members; and 2) advisory (data stakeholders) members. The Chief Data Officer serves as the Board Chair. The Administrator appoints voting members of the Board as desired from within SBA. Board voting membership may be changed at any time by the Administrator. The voting membership is comprised of senior-level staff in major SBA program offices, data functions, and financial management. Board voting membership includes the following members:

- Chief Data Officer
- Evaluation Officer
- Statistical Official
- Chief Financial Officer/Performance Improvement Officer/Chief Acquisition Officer
- Chief Information Officer/Senior Accountable Official (SAO) for Geospatial Information/SAO for Privacy

- General Counsel
- Chief Information Security Officer
- SAO for Records Management
- Deputy Associate Administrator, Office of Capital Access
- Deputy Associate Administrator, Office of Disaster Assistance
- Deputy Associate Administrator, Office of Entrepreneurial Development
- Deputy Associate Administrator, Office of Government Contracting and Business Development
- Deputy Associate Administrator, Office of Investment and Innovation

If a voting Board member is unable to attend a Board meeting or working group meeting, they may designate a senior staff member to attend and vote on their behalf.

The Board will also include data stakeholders across the agency who will serve as advisory members and are not voting members. Board advisory membership includes the following members:

- Chief Freedom of Information Act Officer
- Chief Technology Officer
- Chief Enterprise Architect
- Deputy Associate Administrator, Office of Field Operations
- Deputy Associate Administrator, Office of International Trade
- Deputy Associate Administrator, Office of Veterans Business Development
- Deputy Chief Human Capital Officer
- Chief Counsel, Office of Advocacy
- Director of Economic Research, Office of Advocacy
- Director, Information Technology, Office of Disaster Assistance
- Director, Office of Financial Systems, Office of the Chief Financial Officer
- Director, Office of Performance Systems Management, Office of Capital Access
- Director, Office of Grants Management
- Attorney Advisor, Paperwork Reduction Act
- Senior Policy Advisor (Enterprise Risk Program Management)
- Administrator's Representative

Advisory members will participate in Board meetings and may serve on Board subcommittees or working groups. Advisory board membership will be determined by the Board Chair.

III. Meetings

The Board shall meet as directed by the Board Chair but not less than once a quarter. The Board may meet more frequently if the need arises.

The Board Chair will schedule and facilitate meetings, set the meeting agenda, and maintain and distribute meeting minutes, including action items and attendance.

Most actions will be based on discussion and consensus of the Board members. For actions where the Board does not achieve consensus, decisions will be determined by a vote of the Board voting members.

Decisions requiring a vote will be determined by Board voting members in attendance for the vote. A quorum is not required. Each Board voting member receives one vote and a majority will determine the outcome of the vote. In the event of a tie, the Board Chair will break the tie.

IV. Authority and Responsibilities

The development of an Agency data governance culture is an evolutionary process and it is anticipated that the Board may discuss and experiment with different approaches to develop a data governance structure which best serves SBA. The primary responsibility of the Board is to ensure there are sufficient roles, organizational structures, policies, and resources in place to transparently support the management, maintenance, and use of strategic data assets.

The priorities of the Board may be informed by public laws, OMB Memoranda, and Executive Orders.

The Board may perform the following functions:

1. Set and enforce priorities, develop appropriate policies, standards, and reporting structures to ensure data is managed as a strategic asset, and identify key data-related issues that need to be addressed.
2. Set forth a process for monitoring compliance with policies, standards, and responsibilities throughout the information lifecycle.
3. Use maturity models to assess agency capabilities and to prioritize initiatives to raise the data maturity of the organization.
4. Integrate data governance into agency decision-making.
5. Assign subcommittees to review current and emerging data issues and requirements facing the agency.
6. Guide the agency in efforts to:
 - Ensure agency data needs are met
 - Maximize agency data use
 - Promote public data asset use
 - Ensure transparency and collaboration
 - Promote understanding and support of data governance
7. Perform other responsibilities as directed by the Administrator or required by applicable laws, regulations or Executive Branch policy.

V. Continuity

Recognizing the evolutionary nature of data governance at SBA, this Charter will be annually reviewed by the Board. The Board will remain in existence indefinitely or until cancelled by competent authority, a legal or regulatory directive, or executive branch policy or orders.

VI. Approval

The Administrator has approved of this charter as signed and dated below.


SBA Administrator


Date