

Philadelphia SPIN
(Software Process Improvement Network)

CHARTER
(Effective August 2002)

I MISSION

The Philadelphia SPIN is an non-profit organization of Software community professionals, under the sponsorship of the Philadelphia Section, ASQ, and the SEI, formed to provide a free and open exchange of information, concepts and experiences in the area of software quality.

II OBJECTIVES

The objectives of the Philadelphia SPIN are to:

- a. Raise the level of awareness of the importance of software quality
- b. Present different techniques of implementing software quality concepts
- c. Provide a forum for best practice exchange
- d. Have local members speak of success stories that have lead to productivity and quality improvements
- e. Be a resource to software professionals
- f. Create a networking opportunity with other software professionals

III MEMBERSHIP

Membership in the Philadelphia SPIN is open to all persons interested in software quality. One becomes a participant in our organization by sending contact and other identifying information to our Distribution List Officer.

IV MEETINGS

The Philadelphia SPIN will hold several program meetings a year avoiding summer months.

Program meetings will feature a speaker(s) on a software quality topic of interest to participants.

Program meetings will be held at local company facilities. The majority of the meetings each year will feature local speakers. SPIN program meeting attendance fees will be kept to a minimum.

V OFFICERS

The SPIN will be run by a Steering Committee consisting of its officers. In order to qualify for consideration as an officer, a member must attend at least one Steering Committee Meeting and at least one Network Meeting. The following describes the functions of the officers:

Chair. Schedule, arrange and preside over meetings of the Steering Committee; general overall coordination of the SPIN; represent the SPIN outside of the organization.

Information Resource. Maintain SPIN Web site.

Distribution List/Membership. Maintain the distribution list of participants; provide information regarding the DL to steering committee members as needed; distribute announcements, minutes, newsletter, etc. to the distribution list as necessary.

Scribe. Compose Steering Committee minutes and prepare for distribution. Send Thank you notes to speaker and facility for each network meeting.

Program. Coordinate suggestions regarding program meeting speakers and topics; propose annual meeting program agendas and present to SC for approval; coordinate program meeting events with assistance of committee members.

Publicity. Advertise SPIN events in the Philadelphia metropolitan area and on website.

Treasurer. Manage the finances of the SPIN and draft budget for the following program year.

Awards. Prepare and present certificate and award to network meeting Speakers and members as necessary.

VI ELECTIONS

As part of the annual planning meeting, usually scheduled in July, the duties of each steering committee office will be reviewed and updated if necessary. If the number of steering committee volunteers increases, elections for each office will be conducted by way of an email election.

VII CHARTER REVISION

The Charter will be reviewed at the annual planning meeting, usually scheduled in July.