



Digital Accessibility Advisory Group Charter

Purpose of Charter

This charter defines the mission, strategic goals, membership structure, and key responsibilities of the Digital Accessibility Advisory Group (DAAG).

Mission

DAAG is a volunteer, cross-university collection of subject matter experts who support the university's digital accessibility compliance program by primarily providing input to the Digital Accessibility Community of Practice (DACoP) program. The DACoP program is a critical cornerstone of the university's digital accessibility compliance strategy. The DACoP builds the university's technical skills and knowledge to meet applicable Web Content Accessibility Guidelines (WCAG), other technical standards, and procurement requirements as outlined in [UW-519 Digital Accessibility](#) and federal regulatory requirements. DAAG also serves as a referral body for units needing significant guidance on achieving technical requirements.

DAAG does not set university policy or make compliance determinations.

Strategic Goals

DAAG's role is to:

1. Support the DACoP curriculum
2. Assist with DACoP curriculum content delivery
3. Serve as a referral body for the Center for User Experience or Office of Compliance for units needing significant support with implementing complex technical requirements confirmed by the Center for User Experience or Office of Compliance

Membership & Responsibilities

DAAG Sponsor

The sponsor is the ADA Coordinator in the Office of Compliance.

The sponsor charges the group, provides guidance and resources, and receives updates from the leads.

DAAG Leads

The leads are the Deputy ADA Coordinator and Digital Accessibility Program Manager. The leads serve as ex-officio members of the committee.

The leads are responsible for DACoP development, programming, and curriculum, and referring cases requiring significant support to DAAG. Further responsibilities include:

- Developing long-term vision and curriculum for the DACoP program
- Leading DACoP meetings
- Establishing protocols for chair and membership recruitment and renewals
- Recruiting chair
- Meeting with membership to receive updates to inform program strategy

- Providing semi-annual updates to sponsor

Chair

The chair is any professional university employee with digital accessibility knowledge who serves a two-year term, not to be renewed beyond four years, and leads the DAAG membership.

Chair responsibilities include:

- Leading monthly DAAG meetings
- Recruiting members
- Providing updates to co-leads
- Supporting DACoP meetings
- Supporting membership-at-large with DACoP presentation work

Members-at-large

The membership will comprise at least 5 staff or faculty who serve two year terms, not to be renewed beyond four years. At least one member must be a Digital Accessibility Liaison. Members provide guidance and recommendations to the chair. Members attend meetings, support the DACoP through assisting with curriculum development and content delivery. Members will support units by delivering in-depth technical guidance when requested by the ex-officio members. Anticipated work for a member, including attendance at DAAG and DACoP meetings is not to exceed 3 hours per month.

Member responsibilities include:

- Advising chair on DACoP strategy
- Presenting at DACoP meetings
- Providing support to units needing guidance to achieve complex technical requirements as directed by a lead

Members will generally be recruited from the following areas:

- Marketing and communications
- Disability support services
- Business services/procurement
- Web development or design
- Software and mobile app development or design
- Electronic documents or other content development or design
- Instructional design
- IT infrastructure
- Other areas as necessary

Approval to Operate

Sponsor Signature: Ruben Mota

Date: 7/30/2026

Version History

Original Charter

December 13, 2012

Last Revision Date

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