

AI Governance Charter

Final Deliverable · Adopted by the iJAG AI Governance Committee

DATE OF ADOPTION

June 30, 2026

REVIEW CADENCE

Annual · iJAG AI Governance Committee

GOVERNANCE BODY

iJAG AI Governance Committee

VERSION

v2.0, Final

At iJAG, our mission, philosophy, and core principles serve as the foundation for every decision we make — including how we adopt and use artificial intelligence. We view AI as a tool that expands our capacity, not a replacement for the people who make our mission possible. Our approach is simple: Human. AI. Human. Every process begins with people, is supported by technology, and remains guided by human judgment, accountability, and care.

IJAG AI GOVERNANCE CHARTER · SECTION 2 — PHILOSOPHY STATEMENT



Iowa Jobs for America's Graduates (iJAG)

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POWERED BY



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Executive Summary

This charter is the formal governance framework adopted by Iowa Jobs for America’s Graduates (iJAG) to guide the responsible use of artificial intelligence across the organization. It was developed through a two-session strategic engagement facilitated by Profit Quiver: a six-hour strategic intensive on May 27, 2026, an intersession period of individual and committee review, and a three-hour finalization and adoption session on June 30, 2026.

The charter establishes iJAG’s operating philosophy for AI: Human. AI. Human. Every workflow that touches AI begins with a person defining the task, is supported by AI, and ends with a person reviewing and owning the outcome. It sets six core values, defines approved and prohibited uses, and establishes non-negotiable guardrails around student data, most notably an absolute prohibition on entering student personally identifiable information into any AI tool, regardless of tool or approval status.

The charter is governed by a seven-member, cross-functional AI Governance Committee, chaired by President & CEO Wendy Mihm-Herold, who holds final decision authority on all AI governance matters. An incident escalation process and an annual review cadence are built into the charter to keep it active and enforceable, not a document that sits on a shelf.

iJAG is among the first organizations in the JAG network to build formal AI governance infrastructure of this kind. This charter is intended to be publicly defensible: a document iJAG’s leadership can stand behind in a board meeting, a funder conversation, a district partnership discussion, or a legislative hearing.

This is a living document. It is reviewed annually by the AI Governance Committee, with findings reported to the iJAG Board of Directors, and amended as the organization’s AI use and the surrounding landscape evolve.

AI Governance Committee Membership

Quick-reference roster of the seven-member AI Governance Committee. Full role descriptions and scope of responsibility are detailed in Section 5, AI Governance Structure.

NAME	TITLE	ROLE ON COMMITTEE
Wendy Mihm-Herold	President & CEO	Final decision authority (Accountable, all matters)
Lela Scott	Program Director	Learning & Development, staff readiness
Ondrea Mysak	Executive Business Partner	Implementation tracking, board communications
Jill Padgett	Director of Program Strategy & Performance	Data & privacy governance
Nicole Tupy	Senior Development & Communications Officer	External communications & disclosure
Tiffany Fitzpatrick	Financial Business Partner	Finance, HR, and compliance review
Allyson Vukovich	VP of Programs and Employer Engagement	District and employer-partner stakeholder engagement

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SECTION 1 Purpose & Scope

The purpose of this AI Governance Charter is to provide a clear framework for the responsible, ethical, and effective use of artificial intelligence (AI) across Iowa Jobs for America's Graduates (iJAG). This charter establishes the guiding principles, governance structure, and decision-making authority that support AI adoption while ensuring alignment with iJAG's mission, values, and commitment to student success.

This charter applies to all iJAG team members, Specialists, volunteers, contractors, vendors, and partners — including board members — who utilize AI tools or technologies in support of iJAG programs, operations, communications, and strategic initiatives. Specifically, this charter governs the use of AI in connection with iJAG student data, organizational information, partner communications, curriculum development, reporting, grant work, and decision-making.

At iJAG, we believe innovation should strengthen, not replace, the human relationships that are at the heart of our work. AI offers opportunities to enhance efficiency, improve decision-making, expand capacity, and support student outcomes. This charter is designed to ensure that as iJAG embraces emerging technologies, we do so in ways that protect student trust, uphold organizational integrity, and reinforce the meaningful connections between students and the adults who support them.

The official name of iJAG's governing body for AI adoption is the **iJAG AI Governance Committee**. This charter, board documents, and all public-facing communications use this formal name.

Developed through a collaborative strategic planning process led by the **iJAG AI Governance Committee** and facilitated by Profit Quiver in May and June 2026, this charter reflects the collective leadership commitment to responsible innovation. Following formal adoption, the charter will be presented to the iJAG Board of Directors for review and ongoing governance oversight.

SECTION 2 Philosophy Statement

At iJAG, our mission, philosophy, and core principles serve as the foundation for every decision we make — including how we adopt and use artificial intelligence. These commitments are our filter for ensuring AI is implemented responsibly, ethically, and in ways that strengthen our ability to create opportunities for students and communities across Iowa.

We view AI as a tool that expands our capacity, not a replacement for the people who make our mission possible. Our approach is simple: Human. AI. Human. Every process begins with people, is supported by technology, and remains guided by human judgment, accountability, and care.

We are committed to protecting the privacy, accuracy, dignity, and worth of our students, staff, school partners, employer-partners, donors, and communities. AI tools will not introduce bias or inequity into our work. As we explore and apply AI, we do so with the same level of responsibility and integrity that defines every aspect of our work.

Used responsibly, AI enables iJAG team members to spend more time building relationships, supporting students, and delivering meaningful outcomes. It helps us maximize resources, strengthen stewardship of public and private funder investments, and increase our ability to serve every student with excellence.

Responsible AI at iJAG means embracing innovation while remaining grounded in our values. It means establishing governance we can confidently stand behind, implementing safeguards that protect those we serve, and ensuring that technology enhances, rather than replaces, the human relationships that are at the heart of our mission.

SECTION 3 Core Values

HUMAN-CENTERED

Every AI-supported workflow begins and ends with people. AI is designed to enhance the relationships between iJAG team members and students — not replace them. Human judgment, accountability, and connection remain at the center of our work.

MISSION-ALIGNED

We adopt AI to advance our mission and help us better serve students, educators, employer-partners, and communities. Technology is not the goal. Student success is. Our mission is the standard against which every AI decision is measured.

PRIVACY-PROTECTIVE

We safeguard the privacy, accuracy, and dignity of every student, family, and partner we serve. AI tools are evaluated with privacy, data security, accuracy, and bias mitigation as non-negotiable criteria.

PUBLICLY DEFENSIBLE

We adopt AI policies and practices we can clearly explain and confidently defend to students, families, school partners, employer-partners, funders, policymakers, and our Board of Directors.

TRANSPARENT

We do not hide our use of AI. We govern it openly, disclose its use when appropriate, and communicate honestly with students, families, staff, partners, and our Board about how AI is part of our work.

ACCOUNTABLE

Every AI-supported action at iJAG is tied to a responsible person. When AI informs a decision, a human owns that decision and its outcomes. Accountability is not distributed across a system — it belongs to people.

SECTION 4 Boundaries & Guardrails

APPROVED USES

iJAG team members and Specialists may use AI tools to draft and refine internal and external communications; summarize research, data, and organizational information; support curriculum development and program documentation; assist with grant writing, reporting, and stakeholder-facing materials; improve operational efficiency and reduce administrative burden; and strengthen data-informed decision-making and strategic planning. All AI-generated content must be reviewed, verified, and approved by the responsible iJAG team member or Specialist before use or distribution.

APPROVED TOOLS

iJAG team members and Specialists may only use AI tools that have been reviewed and approved by the **AI Governance Committee**. Only enterprise-grade AI tools that operate in a secure environment and do not use iJAG data for model training are permitted for iJAG work. The Approved Tools Policy — including the tiered framework, tool intake process, compliance mechanisms, and approved tools list — is addressed in the Charter Addendum. Intake requests are directed to Ondrea Mysak. Use of personally paid or consumer-tier AI tools with iJAG data is not permitted.

PROHIBITED USES

- Making final decisions about individual students without Specialist or staff review and approval is not permitted.
- Generating communications that misrepresent iJAG’s voice, values, or positions without disclosure is not permitted.
- Entering student personally identifiable information (PII) into any AI tool is explicitly prohibited at iJAG, in accordance with the AI Governance Charter.
- Using AI to create, modify, or distribute content that reflects bias, discrimination, or misrepresentation of iJAG’s work or stakeholders is not permitted.
- Using AI in ways that compromise the integrity of iJAG’s relationships with students, families, school partners, or employer-partners is not permitted.

REQUIRED GUARDRAILS

- All AI-generated content must be reviewed by the responsible Specialist or team member before use.
- Staff must disclose AI involvement when it materially shapes a decision, communication, or deliverable shared externally.
- No AI-generated recommendation, assessment, or communication that directly affects a student may be used without review and approval by the appropriate iJAG staff member.

ETHICS & DATA PRIVACY

AI can generate inaccurate information, reflect unintended bias, or produce outputs that appear credible but are incorrect. iJAG team members must treat AI-generated content as a resource to inform their work — not as a final authority. Entering student personally identifiable information (PII) into any AI tool is explicitly prohibited at iJAG, in accordance with the AI Governance Charter. Any AI tool used with student data must meet iJAG’s security and privacy standards and must not use iJAG data for model training purposes.

At iJAG, AI may inform decisions. People make decisions.

SECTION 5 AI Governance Structure — Committee

The iJAG AI Governance Committee is responsible for governing, guiding, and advancing AI adoption across the organization. Membership is cross-functional and reflects the full scope of iJAG’s mission, operations, and strategic priorities. The President & CEO holds final decision authority on all AI governance matters.

Wendy Mihm-Herold President & CEO	Strategic direction and organizational alignment; board reporting and governance oversight; final decision authority on charter adoption, AI tool approvals, policy exceptions, and escalated incidents.
Lela Scott Program Director	Learning and Development, curriculum quality, program quality, staff implementation, and student safety. Ensures AI governance connects directly to staff readiness, training, and the human relationship model at the center of iJAG’s Specialist-student work. Serves as the primary L&D voice on the committee.
Ondrea Mysak Executive Business Partner	Board communications, project management, internal communications, and overall tracking of iJAG’s AI governance implementation roadmap. Ensures governance commitments translate into consistent organizational action.

Jill Padgett Director of Program Strategy & Performance	Data standards and governance, privacy compliance, systems integration, and alignment with iJAG's existing data and operational infrastructure. Leads Data and Privacy Governance domain.
Nicole Tupy Senior Development & Communications Officer	External communications, marketing, social media, branding, and stakeholder messaging related to iJAG's AI adoption and governance. Ensures AI use in public-facing content is transparent, accurate, and aligned with iJAG's voice and values.
Tiffany Fitzpatrick Financial Business Partner	Finance, HR, and back-office AI implementation. Evaluates AI tools for financial and compliance implications. Raises operational and implementation questions that reflect the realities of rolling out to 230+ staff and Specialists.
Allyson Vukovich Vice President of Programs and Employer Engagement	Development, stakeholder engagement, and iJAG's positioning as an educational innovation leader in AI governance across Iowa. Brings the perspective of multi-district Specialist deployment and student information protection across partner organizations.

SECTION 5 AI Governance Structure — Review Cadence & Escalation

CHARTER REVIEW CADENCE

This charter will be reviewed **annually** by the **AI Governance Committee**, with a formal report to the iJAG Board of Directors following each review cycle. Reviews will assess whether this charter continues to reflect iJAG's mission, values, and the current AI landscape, and whether amendments are warranted.

INCIDENT ESCALATION

Any concern about AI misuse, privacy exposure, data breach, content error, or reputational risk must be escalated promptly to the appropriate committee member and, when material, to the President & CEO. All escalations and their resolutions must be documented and retained by the **AI Governance Committee**. The following categories require immediate escalation to the President & CEO:

- Student personally identifiable information (PII) exposure or potential breach
- Use of unapproved AI tools with sensitive organizational or student data
- AI-generated content that caused or could cause harm to a student, family, school partner, or employer-partner
- Reputational risk to iJAG, its programs, or its stakeholders
- Privacy concerns or data exposure involving funders, board members, or regulated information

DOCUMENTATION

The **AI Governance Committee** will maintain a log of all AI tool approvals, use case approvals, exceptions granted, incidents reported, and escalations resolved. This log will be reviewed at each charter review cycle and made available to the Board of Directors upon request.

SECTION 6 Culture & Adoption

HUMAN-FIRST FRAMING

Every discussion about AI at iJAG begins with people and purpose. We focus on how AI can empower iJAG team members and Specialists, strengthen relationships, and expand opportunities for students. Technology exists to support and strengthen our mission — never to define or replace it.

STAFF READINESS

The **AI Governance Committee**, in partnership with Learning and Development, is responsible for ensuring that all iJAG team members and Specialists have the knowledge, skills, and support to use AI responsibly. This includes:

- Initial onboarding to this AI Governance Charter for all staff and Specialists at rollout
- Ongoing training and guidance on approved tools, permitted uses, and required guardrails
- Clear communication channels for questions, concerns, and incident reporting
- Resources that support Specialists in understanding the human-relationship model that remains at the center of iJAG's work

AI GOVERNANCE MATURITY INDEX

iJAG will conduct an annual **AI Governance Maturity Index** assessment to evaluate staff confidence, adoption patterns, tool usage, and organizational alignment with this charter. The AI Governance Maturity Index is a proprietary assessment instrument provided by Profit Quiver as part of iJAG's ongoing AI training and rollout program. Assessment findings will be reviewed by the **AI Governance Committee**, inform the annual charter review, and guide Learning and Development planning for the year ahead.

CONTINUOUS IMPROVEMENT

iJAG's approach to AI governance will evolve alongside the technology itself and the needs of our organization, students, and partners. The **AI Governance Committee** commits to remaining curious, disciplined, and mission-anchored as AI capabilities change and our organizational experience deepens. We will learn, adjust, and improve — always with students and relationships at the center.

SECTION 7 Formal Adoption

Formal Adoption

Adopted by the iJAG **AI Governance Committee** on June 30, 2026. Following adoption, this charter will be presented to the iJAG Board of Directors for review and ongoing governance oversight. This charter supersedes any prior informal AI use guidelines at iJAG.

Wendy Mihm-Herold
President & CEO, Iowa Jobs for America's Graduates

DATE _____

Ondrea Mysak
Executive Business Partner, iJAG AI Governance Committee

DATE _____

Nicole Tupy
Senior Development & Communications Officer, iJAG AI Governance Committee

DATE _____

Allyson Vukovich
Vice President of Programs and Employer Engagement, iJAG AI Governance Committee

DATE _____

Kacy Webster, M.Ed.
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 GOVERNANCE FRAMEWORK DESIGNED AND FACILITATED BY PROFIT QUIVER
BACK MATTER Document Control

Document Owner	iJAG AI Governance Committee · Wendy Mihm-Herold, President & CEO (Accountable)
Version	v2.0, Final
Review Cycle	Annual, per Section 5 — Review Cadence & Escalation
Amendment Process	AI Governance Committee proposes and reviews; CEO holds final decision authority; Board of Directors and all staff informed of adopted amendments
Next Review	June 2027

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