



**NATIONAL
GEOPHYSICAL
FACILITY**
Operated by EarthScope

Engagement Activities Advisory Committee Charter

Revised and approved on 3/17/2025

Purpose

The Engagement Advisory Committee advises on education, workforce development, outreach, and community engagement for the NSF National Geophysical Facility (NGF).

Specifically, this committee:

1. Provides operational guidance on the NSF National Geophysical Facility (NSF NGF), reporting to the designated staff liaison (usually the cognizant VP), and the PI of the NSF NGF awards.
2. Provide community input on facility performance to staff liaison(s) and facilitate two-way communications between the facilities and the user community.
3. Remain informed about new communities interested in using the facilities and ensure adequate representation of new ideas and needs in coordination with the EAAC
4. Understand the programmatic budget overview provided by EarthScope Staff liaisons to support prioritization recommendations to the facilities, such as for Supplemental Funding requests.
5. Collaborate with other committees on specific issues of facility operations, policy, resource allocation, programmatic initiatives, or strategic direction.
6. Create new sub-committees or working groups as needed.
7. Assess sub-committees on an annual basis and recommend extension or retirement as appropriate.
8. Re-evaluate this Charter on an annual basis and revise as necessary.
9. Promotes activities of the EarthScope Consortium in the domain of Engagement.
10. Seeks regular input from scientific and educational communities to ensure effective representation of broad interests.
11. Facilitates relationships between the EarthScope Consortium and private and public stakeholders, partner agencies, and local communities.
12. Remains informed about new communities interested in using this facility and ensuring adequate representation of new ideas and needs.

Membership

- Shall comprise 9 members, one of whom will be chair, and one of whom will be secretary (see “Officers” below).
- The committee will also include, as a non-voting member, one additional member who serves as liaison from the EarthScope Board of Directors.
- Committees may also include additional non-voting ex-officio members or ad-hoc members as needed to provide expertise.

Selection

- The facility PI appoints new members to this committee, recommended by the current Committee members and reviewed by the EarthScope Consortium Senior Management Team (the Committee staff liaisons).
- Appointments to the EAAC are also reviewed by the Board of Directors.
- New members should be recruited with attention to AC norms and practices that emphasize diversity of perspectives via the EarthScope Nominations portal.
- Both the Chair and the Secretary will be selected by the Advisory Committee members.

Term of Office

- It is expected that members will serve 3-year terms. Terms run from May 1 - April 30.
- Members may not serve more than two consecutive terms.

Member Responsibilities

- **Be Informed:** Participate in training related to onboarding, governance best practices, ethics, and implicit bias.



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- **Be Visible:** Actively solicit input from our broad stakeholder community.
- **Be Fair and Impartial:** Faithfully represent our broader community's needs and perspectives.
- **Be Honest:** Committee members should seek to meet the highest standards of transparency and ethics.
- **Be Active:**
 - Prepare for and attend committee meetings (at least one in-person meeting per year; and at least two additional virtual meetings).
 - Review and edit meeting briefing materials in advance of meetings.
 - Actively participate in committee discussions.

Member/Committee Support to be provided by EarthScope

- Hybrid options shall be available for all meetings.
- Committee members will have secure access to online resources for communication and record-keeping.
- EarthScope staff will provide administrative support including minutes-keeping at meetings, scheduling support, and virtual meeting hosting.
- EarthScope will provide training in committee purpose, governance leading practices, and past committee actions combined with onboarding education describing responsibilities of governance members to represent broad interests, best practices to avoid bias, and committee ethics standards.
- This training will be conducted each year at the annual all-AC in-person meeting.
- EarthScope offers a \$50 a day caregiver support stipend to help offset costs for participating in meetings.

Officers

Chair

- Presides over all committee meetings.
- Sets the agenda in collaboration with the staff liaison.
- Ensures clear communications between the AC and EarthScope staff, especially the staff liaison.
- Assists with annual reporting of potential committee member COIs; manages such conflicts.
- Provides an AC summary annually to the Board of Directors.
- Ensures effective communication with the community with help of the Secretary and EarthScope Consortium staff, relying on the AC norms and practices.

Secretary

- With the assistance of EarthScope staff (scribes may be assigned within EarthScope staff to take notes for the minutes during the meeting), records and prepares both outward- and inward-facing communications for all meetings of this committee.
- Distributes outward- and inward-facing meeting minutes to this advisory committee in advance of the next AC meeting for revision and/or approval.

Board Liaison

- Ensures that the Board is apprised of AC issues and priorities.
- Provides Board perspectives on topics of discussion.



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Staff Liaison

- Works closely with the Chair to set agendas for all meetings.
- Provides timely and accurate information to support agenda and discussion items.
- Identifies critical issues within the purview of the AC.
- Ensures that appropriate other staff support is provided to the Committee as needed.
- Accurately represents EarthScope leadership in all discussions.
- Communicates Committee priorities and recommendations to the facility PIs and SMT.

Communications

- A liaison from the Board of Directors should be present at all Committee meetings. The designated liaison is responsible for finding a substitute Board attendee if they are unable to attend.
- The Chair of the Advisory Committee will present to the facility PIs and the Board of Directors at least once per year to provide information on the program.
- The committee shall provide members to participate in sub-committees or coordinating committees to ensure seamless communications between other Advisory Committees and/or subcommittees as necessary.