

# Charter of the EarthCube Engagement Team

## PREAMBLE

The EarthCube (EC) Engagement Team (“Team”) is charged with facilitating engagement and communication between individuals within the broader community and the EarthCube program. The Team charter defines the scope, objectives and participants of the Team, and the processes through which the Team will pursue its goals. This charter provides a delineation of roles and responsibilities, and identifies the main stakeholders. Because Team participation is voluntary, this charter is designed to minimize management overhead and focus on efficient operation.

“Community engagement” refers to the process by which individuals build relationships for the purpose of applying a collective EarthCube vision for the benefit of the geoscience community. The term “geoscience” is used to refer to all aspects of the earth as a system, including atmosphere, hydrosphere, solid earth, polar regions, and our solar system and the cosmos. A “geoscientist” is an individual engaged in research within a geoscience domain.

The Team focus is on engaging the EarthCube community and individual geoscientists, primarily within the US. However, the Team will collaborate, where appropriate, with the EarthCube Liaison Team that focuses on partnerships with groups, organizations, and societies on national and international levels.

## 1. Mission and Goals of the Team

EarthCube’s mission is to enable geoscientists to address the challenges for understanding and predicting a complex and evolving Earth-system by fostering a community-governed effort to develop a common cyberinfrastructure to collect, access, analyze, share and visualize all forms of data and resources, using advanced technological and computational capabilities.

The Engagement Team is responsible for proactively reaching out to the EarthCube community and beyond to encourage involvement in EarthCube and utilization of the EarthCube cyberinfrastructure. The Team serves as a conduit for feedback from the community to the Leadership Council and/or EarthCube Governing body. The Team members are responsible for guiding implementation of engagement strategies across the broader EarthCube Community.

Consistent with the overall EarthCube mission, the goal of the Team is to facilitate engagement of individual geoscientists, members of the EarthCube community and primarily, individuals within the United States by:

- Developing the EarthCube outreach strategy, documenting the strategy in the Engagement Roadmap, and identifying engagement metrics.
- Enabling broad dissemination of EarthCube information to community individuals across academia, the private sector, and government using a variety of tools (including information to the EC Website, a forum/commons) to enable community discussion.
- Actively sharing information about EarthCube resources (data, workflows, software, etc.). Implementing branding strategies to enable users to easily identify EarthCube results and outcomes.

- Engaging and supporting end users and stakeholders (e.g., professional societies, publishers, government, commercial), including attracting new users to EarthCube (collaborating with the EarthCube Liaison Team where appropriate).
- Encouraging, engaging, and enabling the next generation of EarthCube stakeholder leadership.
- Supporting other activities as deemed relevant by the Team.

The target audience for engagement will be identified by the Team membership and reviewed at least annually. The initial target audience for the team will include but not be limited to:

- Graduate students
- Early career geoscientists
- Women and minorities
- Private sector companies with aligned interest in technologies and engineering (e.g. field-ready sensors)
- Geoscience communities, with emphasis on those identified as critical to the EarthCube mission but not currently involved or represented

## 2. The Engagement Process

The processes outlined here provide a foundation for operations of the team. These processes are flexible and may be adapted as necessary.

### 2.1 Membership

Team Membership is by EarthCube registration. Registration requires name, organization affiliation, and working e-mail address (mandatory) to be reconfirmed on an annual basis. Team members indicate their interest in EarthCube engagement efforts and regularly participate in teleconferences and meetings or discussion of the Engagement Team. The Team should strive to have members from the range of EarthCube participants, including but not limited to:

- Participants in NSF EarthCube Research Coordination Networks
- Members from diverse professional societies
- Academic, industry, and government geoscientists
- Media connections
- Geoscience-relevant community representatives
- Data management representatives that support geoscience domains

#### 2.1.1 Participation

Participation in the team is a volunteer effort. EarthCube is designed to benefit broadly all areas of geosciences research and cyberinfrastructure. Thus, volunteers will come from the broad community (see above).

Working groups and sub-committees will be established as needed to fulfill the Team goals identified under section 1 above. Because of the different circumstances of each member, different degrees of commitment and activity can be expected, such as leading or supporting a working group. In addition, the EarthCube Office staff will heavily support the Team.

### **2.1.2 Active Membership**

Members are expected to participate in one or more of the Team activities (e.g., telecons, working groups, and/or subcommittees) annually to remain active.

## **2.2 Leadership**

The elected Team Chair is the Representative to the Leadership council. A co-chair as a deputy to the chair. The chair and co-chair have joint responsibility for operation of the Team.

### **2.2.1 Voting**

The Chair and Co-Chair shall be elected by plurality of active registered Team members.

### **2.2.2 Elections**

Elections will be held electronically for a one-week period and will be closed for voting no later than the fifth of April for terms starting on June 1 of the following year. If the chair or co-chair is unable of carrying out his/her duties or resigns the position, elections to complete the term of office will be carried out electronically.

### **2.2.4 Terms of Office**

The chair and co-chair shall each serve for a term of two years starting on June 1. A co-chair has the option of running for chair at the end of the chair's term. Terms of office should be compatible with the service terms for the Leadership Council election cycle, when appropriate. Chairs or co-chair can serve 2 consecutive terms if elected, but any individual leader should not serve more than 4 years total in any elected Team leaderships role (i.e., individual could be elected co-chair and serve two years, then elected chair after that to serve for another 2 years to comprise 4 total years of Team leadership roles, and thus could not be elected for a second term as chair).

### **2.2.4 Roles and responsibilities**

The Team Chair shall:

- Establish the Team meeting agenda in consultation with the Co-Chair and EarthCube staff.
- Serve as the Team representative on the Leadership Council.
- Serve as the point of contact, representing the Team in dialogue with the NSF and other relevant organizations and initiatives.

The Team Co-Chair shall:

- Establish the Team meeting agenda in consultation with the Chair and EarthCube staff.
- Serve as the alternate Team representative on the Leadership Council if the Chair is unavailable.
- Serve as the point of contact, representing the Team in dialogue with the NSF and other relevant organizations and initiatives, if the Chair is unavailable.
- Provide other support as needed to the Chair.

## **2.3 Operations**

### **2.3.1 Team Meetings**

The Team will meet at a minimum of monthly. A meeting announcement and agenda will be posted on the EarthCube web site and via e-mail at least five business days in advance of the meeting. All meetings will be open to any interested party. Minutes of the meeting will be recorded by the EarthCube office staff or other assigned party and will be available from the office staff or on the Team group site or workspace (hosting relevant documents) within two working days of the meeting. Minutes shall be available for comment and changes for five days after posting. The EarthCube office staff will maintain (archive) the minutes of meeting and a list of action items, which shall be available upon request to any interested party.

### **2.3.2 Decision Making**

The preferred means of decision-making will be operational consensus. Where such cannot be achieved, a vote may be taken on items posted on the original agenda with a decision taken with a majority of voters present. Votes of individuals will be confidential within the Team, but the collective or resultant vote on important issues will be posted. The voting quorum will be based on the typical number of participants in the monthly telecom meetings.

### **2.3.3 Working Groups**

Working groups will be the primary means of operations for Team. Working groups will be convened as necessary to achieve the Team tasks. Each working group will have one or more co-chairs, and maintain a task description and a list of participants. Working groups will report on their activities at the Team meetings, according to the meeting agenda. Upon completion of the assigned task, the appropriate working group will provide a final report and be disbanded.

### **2.3.4 Proposals**

As part of the execution of engagement tasks that require financial resources, a working group or subcommittee may need to write a proposal, with a budget request. Each proposal shall be reviewed and approved by the Team, Chair, and Co-Chair prior to submittal to the Leadership Council.

### **2.3.5 Communications**

The Team shall make use of available communication mechanisms such as the EarthCube website, newsletters, meeting minutes and/or other mechanisms that the team deems necessary to keep Team members and the broader EarthCube community informed of Team activities. Such communications will facilitate transparency of decisions and actions by the Team.

### **2.3.6 Interface between Governance Structures**

The Team will identify volunteer EarthCube members who are active in more than one Committee, Team, Working Group, or other EarthCube Governance structure. These volunteers will provide a working interface or “bridge” across the EarthCube governance and will report at the Team

meetings on any significant cross-group activities. This will complement the formal channels of communication through the Leadership Council.

### **2.3.7 Compensation**

Team membership is voluntary and not subject to compensation for time. Travel expenses may be reimbursed by request, as EC governance funds are available, and/or at the discretion of the EC Leadership Council.

### **2.3.8 Finances**

In some cases where the Team is allotted funds from the EC governance to promote Engagement Team programs and strategies. All major expenditures (\$1500 -\$10,000) are to be approved by the Team and presented to the EC Leadership Council as information items for approval. Any activities over \$10,000 require a proposal that must be submitted and decided upon by the EC Leadership Council.

Chair and Co-Chairs collectively may approve modest travel expenses (<\$1500) for Team-related participation in EC meetings. These approved expenses are to be reported to the Committee during the subsequent EC monthly meeting.

All funds and expenditures are to be posted on the Team's webpage maintained by the office within 30 days of Team or Chair/Co-Chair approval.

### **2.3.9 Revision of this Charter**

This charter is a living document that can be amended by approval of a majority of the Team active members.

## **3. Review Process**

- The EarthCube Governance Leadership Council will review Team operations annually.
- The Team will hold an annual review of the status of EarthCube Engagement and report recommendations from the review to the Leadership Council as part of the Leadership Council review.
- Team proposals developed for execution of engagement tasks will be reviewed and approved by the Team prior to submission to the Leadership Council. The Leadership Council will address each proposal within two weeks of submission.
- The Team Chair, Co-Chair or other designated party will review this charter and any associated documents at least annually.