

ACCESS Community Building and Engagement Standing Committee Charter

I. Purpose of the the Standing Committee

The Community Building and Engagement standing committee is chartered to coordinate activities described by the ACCESS-wide Community Building and Engagement Plan that describes in detail the activities, timeline, and output of ACCESS-wide Community Building and Engagement Efforts. The ACCESS Community Building and Engagement Standing Committee will be responsible for the oversight and guidance of the Community Building and Engagement Plan activities.

II. Executive Committee Sponsor

The Sponsor ensures that matters to be communicated to the EC, and those requiring EC input and feedback, are brought to the EC in a timely fashion.

- Executive Committee Sponsor: Shelley Knuth

III. Chair and Co-Chair

The Chair is responsible for convening meetings of the Community Building and Engagement Standing Committee, capturing meeting minutes, and helping the team move forward on its chartered activities. The Co-Chair supports the Chair in these activities and is a back up when the Chair is not available.

- Chair: Jay Alameda
- Co-Chair: Alana Romanella

IV. Community Building and Engagement Standing Committee members

- Agbeli Ameko (Allocations)
- Alana Romanella (Support)
- Tom Maiden (Operations)
- Bob Deleon (Monitoring and Measurement Services)
- Jay Alameda (Coordination Office)

V. Scope and Outputs

Scope

The Community Building and Engagement Standing Committee is chartered to be responsible for the oversight and guidance of the Community Building and Engagement Plan activities, and to periodically review and update the ACCESS-wide Community Building and Engagement Plan that is designed to a) increase the number of community members, b) diversify the membership of the community, and c) deepen the relationship between the community members and the ACCESS program. Key considerations in stewarding activities supporting the Community Building and Engagement Plan, as well as the Plan itself, include:

1. The Community Building and Engagement Plan will be reviewed and updated with the following inputs:
 - a. Planned Community Building and Engagement efforts of the individual ACCESS awardees
 - b. Feedback from the EC
 - c. Program-wide goals that may be established through the EC
 - d. Input from NSF to ensure the alignment with expectations and any Community Building and Engagement Efforts NSF may undertake
 - e. Input from staff across the ACCESS project
 - f. Input from the EAB
 - g. Advice from experts in community building and engagement
2. The ACCESS project comprises a set of interconnected, but separately funded awards, each of which delivers unique services and support to the ACCESS community. Accordingly each of these awards has individual Cooperative Agreements and Project Execution Plans that govern their activities. These may include award-specific Community Building and Engagement Plans. The Community Building and Engagement Plan will consider these plans, but it is not a replacement for them.
3. The effort to carry out the activities should be carefully bounded to ensure that work required of the individual awardees is reasonable. "Reasonable" will be determined by the formal review of the Community Building and Engagement Plan by the EC.
4. Process for reviewing Community Building and Engagement Plan activities and adjusting as needed.

Outputs

The output of the Community Building and Engagement Standing Committee is an ongoing set of coordinated ACCESS-wide Community Building and Engagement activities aligned with the Community Building and Engagement Plan. The Standing Committee will also periodically review and update the Plan as needed.

VI. Timeline

The Community Building and Engagement Standing Committee proposes a timeline that results in program-wide Community Building and Engagement Efforts beginning on October 17, 2023. At that time, the Community Building and Engagement Standing Committee will begin its activities.

Past

- **Sept 13, 2022 - Sept 14, 2023:** Series of meetings held with the Community Building and Engagement working group. Work product of this group consisted of sharing of information, development of an “ACCESS Engagement Tracker” (which was derived from a spreadsheet originally provided by Agbeli Ameko), identification of community members, and development of a Community Building and Engagement Plan. We also started to work with ACCESS Communications to coordinate efforts, especially with support of community engagement events such as conferences.
- **Sept 5, 2023:** Community Building and Engagement group engages on the task of formal chartering.

Planned

- **October 3, 2023:** Community Building and Engagement Standing Committee Charter and Plan final review by the Community Building and Engagement Working Group.
- **TBD:** Community Building and Engagement Standing Committee Charter brought as an informational item to the EC.
- **TBD:** Community Building and Engagement Standing Committee Charter voted and approved by the EC.
- **TBD:** Launch the Community Building and Engagement Standing Committee and begin planned Community Building and Engagement Activities.

VII. Date of submission to EC for consideration

This Charter was submitted for EC review on *a date to be determined*.

Feedback from EC review is as follows:

- *We will record EC and other feedback on the draft charter here*

VIII. Date of approval

The Community Building and Engagement Standing Committee Charter was approved on [tbd]