

Steering Committee Role, Responsibilities, and Procedures **Established July 2019, updated March 2024**

The governance structure of the Network includes an annually selected Janet Kelley Lead Fellow (Kelley Fellow), the backbone organization (ExpandedED Schools), and the Steering Committee. ExpandedED Schools provides fiscal management, coordination support, and long-term project management for the Network. The Steering Committee is instrumental in the operations and growth of the Network and is responsible for continuous improvement, annual operations, and the achievement of strategic vision and goals set by the Kelley Fellow and membership. The Committee aims to represent all sectors of the Network membership (community-based organizations, non-profit organizations, government agencies, K-12 schools, cultural institutions, private foundations, and businesses and corporations).

Steering Committee Make-Up

The Steering Committee aims to represent all sectors of the Network membership (community-based organizations, non-profit organizations, government agencies, K-12 schools, cultural institutions, private foundations, and businesses and corporations). In addition, three organizations/representatives will always retain a seat on the Steering Committee: ExpandedED Schools as the fiscal agent and backbone organization for the Network, any project funders who want to sit on the Steering Committee; and each Lead Fellow who serves two years on the Steering Committee (their year in the position and that immediately following) to ensure continuity of leadership. This means that the Steering Committee should be composed of at least 11 members at all times (eight sectors, funders, ExpandedED, current and former Lead Fellow) up to a maximum of 21 members.

Steering Committee members are expected to serve a two-year term, and join with an anticipated term date. Annual communication with existing Steering Committee members will serve as official confirmation or discontinuation of participation in the Steering Committee. Steering Committee members who are rolling off participate in an 'off-boarding' event formalizing their reflections and departure from the Steering Committee role. If staffing has changed in a member organization within their two-year term, the organization may select a replacement representative from their organization to participate on the Steering Committee without rotating off the Committee. Of course, exceptions can be made to the term limit, if a member must terminate their role on the Steering Committee early.

Steering Committee Selection Process

The Steering Committee holds an annual open application, timed to coincide with the Kelley Fellow recruitment cycle in late spring. Applicants complete an online application and participate in a zoom-based interview with Steering Committee members and ExpandedED Schools staff.

Applications from [established and leading Network members](#) or sectors not currently represented on the Steering Committee may be prioritized.

Steering Committee Responsibilities

- Attend and participate in at least 75% of Steering Committee Meetings (of which there are five annually).
- Attend and participate in at least 75% of Network Quarterly Meetings (of which there are four annually)
- Engage with Working Groups by visiting meetings as needed.
- Co-facilitating Quarterly Meetings with ExpandedED Schools' and the Kelley Fellow
- Act as a thought leader role in the Network by synthesizing member feedback, making and operationalizing recommendations for improved Network facilitation and offerings and providing actionable feedback for ExpandedED Schools and the Kelley Fellow
- Play a leadership role in Network operations such as participating in Kelley Fellow interviews, Steering Committee interviews, and/or information sessions.
- Review and respond to email inquiries and requests in a timely manner, including review of materials, quarterly meeting agendas, and input on new protocols or processes.
- Act as a thought leader by synthesizing member feedback, making and operationalizing recommendations for improved Network facilitation and offerings and providing actionable feedback for ExpandedED Schools and the Kelley Fellow.