



## *FDP Committee Opportunities and Expectations*

### Opportunities for Membership Involvement

Members may participate with committees in various capacities. The following lists the opportunities and expectations.

#### ***Participant***

- Interest aligns with the goals of the working group, subcommittee, or committee
- Attends sessions, but is not required to attend meetings
- Provides ad-hoc feedback to committee on FDP initiatives
- Not required to be official institutional representative
- Do not officially represent the committee
- Not listed on the website as a member
- May volunteer to serve on ad-hoc, short-term tasks as needed by the Committee, Subcommittee, or Working Group

#### ***Working Group Members***

- Interested Participants of the Committee/Subcommittee submit their information to the Committee Co-Chairs when Working Groups are needed.
- Co-Chairs review and approve Members based on the need, accounting for diversity and inclusion.
- Members make decisions on behalf of the working group and report up to the appropriate Committee/Subcommittee.
- Members may be listed as working group members on the FDP website.
- Attend Working Group meetings and commit measurable effort to the Working Group tasks.

#### ***Subcommittee Members***

- Interested members submit their information to the Committee Co-Chairs during the call for members, generally once annually. Existing members who are interested in renewing may re-apply.
- Co-Chairs review and approve Members based on the need, accounting for diversity and inclusion.
- Members make decisions on behalf of the Subcommittee and report up to the appropriate Committee.
- Members are listed as Subcommittee members on the FDP website.
- Members attend Subcommittee meetings and commit measurable effort to the Subcommittee tasks.

#### ***Steering Committee Members***

- Interested members with subject matter expertise may submit their interest to the oversight Committee Co-Chairs.
- Oversight Committee Co-Chairs review and approve Members based on the need, accounting for diversity and inclusion.

#### ***Operating and Programmatic Committee Members***

- Interested members submit their information to the Committee Co-Chairs during the call for members, generally once annually. Existing members who are interested in renewing may re-apply.
- Co-Chairs review and approve Committee Members based on the need, accounting for diversity and inclusion in the Committee.
- Members vote on decisions made on behalf of the Committee.
- Members are listed as Committee members on the FDP website.
- Members attend Committee meetings and commit measurable effort to the Committee tasks.

### Committee Guidelines and Expectations

#### ***General***

- Co-Chair terms for each Committee are recommended to be staggered in order to allow sufficient overlap for onboarding and transfer of knowledge.
- Co-Chair term limits may be extended when needed, such as to achieve staggered appointments, to complete an ongoing Demonstration, or delay in appointing a new co-chair.
- A designated project manager is recommended to schedule meetings, set agendas, take notes, and provide overall committee infrastructure support.
- FDP-provided project management tools should be used by committees. These tools are provided by the Infrastructure and Communications Committees and include creation of new FDP email addresses, web guidelines, power point presentation templates, agenda and note-taking templates, and systems (Trello, Slack, Google Drive).
- Meetings should occur at a routine frequency between full-membership FDP meetings (e.g., bi-weekly, monthly...).
- Committee members should understand the Demonstration types and proposal approval process (see [here](#)).

#### ***Reporting and Transparency***

- Routine reporting up to the oversight committee is expected (e.g., Expanded Clearinghouse reports up to Research Administration Committee, Infrastructure Committee reports up to Executive Committee).
- Each committee should have a website page that includes the scope of authority, membership, and contact information.
- Committees should consider a general listserv for membership updates as well as a Committee listserv to be utilized by the Committee members.
- Public dissemination or presentations about committee activities is encouraged and should be coordinated with the applicable oversight committee.
- Individual, informal communications or outreach to colleagues outside the FDP are acceptable. If requests are made on behalf of the FDP, these should be coordinated with the applicable oversight committee.