



## **AMOS EDU Committee Charter**

The AMOS education committee informs and supports the museum's education team. The committee brings together staff, board, and community members to ensure education programming aligns with the organization's strategic goals, reflects educational standards and community interests, and is informed by budgetary considerations.

### **Key objectives include:**

- 1) Annually reviewing AMOS Education Team's strategic plan.
  - a) Checking to ensure plans and programs are in line with and will help to further the mission of AMOS.
  - b) Providing expertise to the Education team in the areas of local educational standards and community needs/trends/interests.
- 2) Serve as an accountability partner for EDU staff –
  - a) Review and discuss feedback from participants and staff.
  - b) Review revenue generated by education programming.
  - c) Suggest changes to address feedback, as needed.
- 3) Special research assignments as needed.
  - a) Help to integrate EDU needs/programming into museum expansion.
  - b) Identify new STEAM topics to feature in educational programming.

### **Organization and Governance Meeting Schedule:**

The Education Committee will conduct business of the Committee through an ongoing schedule of quarterly in-person or virtual meetings, intermittent conference calls and/or electronic communications, or otherwise as scheduled by the Chair.

### **Community Representation:**

- Will have at least one representative from AMOS Board, two AMOS EDU staff, and one to two community representatives from STEAM and education professions. The Committee may also invite a high school or college student to serve as a committee member.
- At no point will the number of community representatives outnumber the number of AMOS representatives;
- Committee leadership will consist of a Chair and Staff Liaison, both of whom will be AMOS representatives.
- There will not be more than one Committee member from a single non-AMOS organization.

### **Chair Responsibilities:**

The Education Committee Chair is responsible for leadership and facilitating the work of the Committee including, but not limited to, calling meetings of the Committee, setting agendas, directing activities and assignments as needed and overseeing communication with Committee



members and with the AMOS Board of Directors. The Chair will have a position on the AMOS Board of Directors.

**Term:** The Education Committee Chair will serve a one-year term. The Chair will have the option to maintain this position for one additional year, if all responsibilities have been met. After the term as Committee Chair is completed they will stay on as a past-chair for one additional year.

### **Committee Staff Liaison Responsibilities:**

The Committee Staff Liaison provides necessary support to the Chair and Committee members to facilitate the work of the Committee including setting up and documenting meetings, helping to prepare the materials, and preparing the annual report to the AMOS Board of Directors.

**Term:** The Committee Staff Liaison will serve a term of at least one year, with the option to maintain the term indefinitely and as long as all responsibilities have been met.

### **Member Responsibilities:**

Committee members are expected to devote sufficient time to participate in and contribute to the Committee activities. Committee members are required to adhere to the Committee Charter and assume and complete assignments as designated. Committee members who miss two consecutive Committee meetings without notification and approval of the Committee Chair can be dismissed from Committee membership.

**Term:** Each Committee member will serve a one-year term. The member will have the option to maintain this position for one additional year, if all responsibilities have been met. Previous members may return to serving the Committee, per the needs of the Committee, after a one-year break in service.

### **Accountability**

- An annual report will be submitted to the AMOS Board of Directors;
- The Committee's work will be aligned with the overall goals of AMOS Strategic Plan;
- Draft, distribute and analyze an educational needs assessment among the AMOS members;
- Recommending new or updates to existing educational offerings.

### **Charter Changes and Renewal**

Requested amendments to this Charter require a majority vote of the Committee present at a regularly scheduled meeting and are subject to approval by the AMOS Board of Directors. The Committee will review and reassess the adequacy of this Charter annually and recommend any proposed changes to the AMOS Board of Directors for approval.