

The FACT Network Leadership Charter
v.4 updated May 2024

Preamble

This charter outlines the roles, responsibilities, and composition of the leadership team for the FACT Network. The Executive Director (ED), Steering Committee (SC), and non-elected positions comprise the leadership team. The leadership team plays a crucial role in ensuring the success and sustainability of the network by overseeing key activities and initiatives.

1. Purpose

The purpose of the SC is to serve as an advisory body with limited authority that provides support, guidance and oversight of FACT Network activities.

2. Membership

The SC is composed of six members plus the ED and Student and Early Career Representative (SECR). The SC can vote to include additional members on a temporary basis, maintaining an odd number of voting members. If the committee decides it is needed, a permanent increase in the number of committee members will be proposed to and voted on by FACT members. One person shall be designated as chair and another as vice chair. The SC will choose a chair and vice chair amongst themselves. Position descriptions are provided in Section 4D.

2.1 Election of ED, SECR & SC Members

Voting to elect SC members, ED, and SECR will occur via an online voting application. All members may vote by anonymous online ballot. Self-nominations will be solicited at least one month prior to a vote. Self-nominees will be asked to write a short biography, including their affiliation(s). A list of self-nominees, with biographies, will be provided to FACT Network members. The list shall be preceded by a statement reflecting the desire to have representatives from diverse backgrounds (e.g., government, academia, underrepresented groups, etc.).

Voting will remain open for an advertised period of time. Members may vote for as many people as there are open seats. The vote will be decided by a simple majority of the FACT respondents.

2.2 Terms of Committee Members

The term of a SC member is two years. At the end of the first two-year term, a committee member may volunteer for another two-year term. After the four years are served, an SC member can be nominated for re-election, including self-nomination. If an SC member needs to leave the committee before their term(s) are complete, they shall be allowed to be nominated for future elections, including self-nomination. Whenever possible, turnover should be staggered so that no more than three people leave within the same six months. The terms of the SECR are the same as SC members.

A SC member can be removed by vote of the steering SC. Reasons for removal may include, but are not limited to: non-participation in two or more committee meetings in a calendar year, violating the FACT User Agreement and Data Policy, and unethical behavior. The ED can be removed by vote of the membership initiated by the SC. Reasons for ED removal follow reasons for SC member removal.

3. Authority

3.1 Decision Making

Novel scenarios that do not fall under approved SC authority must be presented to FACT membership for approval. Comments from membership, even on approved scenarios, are always welcome.

3.1.1 The committee is provided the following decision making authority without input from the membership:

- Identifying avenues to financially support objectives in the strategic plan.
- Identifying potential partners and sponsors to support objectives in the strategic plan.
- Providing letters of support to FACT members and partners.
- Promoting network participation through the use of branded goods (e.g., T-shirts).
- Assisting the FACT planning committee with annual meetings.
- Assisting the loaner committee with selecting loaner pool applicants.
- Assisting the SECR and SC with student travel award recipients selection.
- Updating the website and social media.

3.1.2 The committee is provided the following decision making authority, after seeking input from the FACT membership:

- As needed, the committee will seek input from FACT members on areas of priority within the Network, including spatial coverage and available resources to inform equipment dispersal (e.g., equipment loaner programs).

- Funding opportunities that do not necessarily support specific objectives in the strategic plan will first be opened for comment by FACT members. The SC will then vote on whether to approve seeking and or accepting funding.

3.2 Grievance Mediation for FACT members

FACT members may appeal to the SC for conflict and dispute resolution and reconciling differences of opinion.

Recommendations of the SC made in the process of grievance mediation will be made in consideration of the FACT User Agreement and Data Policy and the data policy of the member's organization(s), if applicable. The guiding principle of grievance mediation is to facilitate a mutually accepted conclusion between parties. If a situation cannot be resolved, the committee has the authority to apply some or all of the following consequences:

- Issue a warning to the violating party.
- Issue a letter of support.
- Remove an individual from the FACT Network.
- Issue a rebuttal in an appropriate medium (e.g., peer-reviewed journal).

4. Responsibilities

4.1 General responsibilities include:

- Provide overall guidance and strategic direction for the FACT Network.
- Serve as a resource for grievance mediation for FACT members.
- Create and maintain a strategic plan for the FACT Network and ensure activities align with the objectives in the strategic plan.
- Provide guidance on funding and research opportunities for FACT members and the FACT Network.
- Streamline FACT Network management tasks, and if needed perform duties to assist FACT network programs and/or meetings.
- Create and support a program to loan equipment to FACT members. The Equipment Loaner Committee shall oversee project applications and the SC will have final vote on what projects are awarded.
- Review applications and select student travel awardees.

4.2 Provide recommendations for the FACT Network membership to approve:

- Significant changes to how data are accessed, processed, stored, or disseminated.
- Changes to the FACT Network User Agreement and Data Policy.

- Changes that impact liability, important financial decisions, or structure of members of the FACT Network.

4.3 Communication

The SC will provide a condensed summary of their progress at every FACT meeting. Committee reports will be available to membership via the FACT website or Research Workspace.

4.4 Elected Position Descriptions

4.4.1 Executive Director (ED)

The ED will report to the SC as a non-voting member, pursue funding for FACT, communicate with FACT membership, serve as primary contact between the SC and committees, implement the recommendations of the SC, represent FACT with outside agencies and organizations, and manage FACT operations and programs. They will fulfill other duties as required. **The primary role of the ED is to implement the strategic plan** set forth by the SC.

4.4.2 SC Chair

The Chair is responsible for overseeing and leading the SC, working with the ED to **coordinate and implement a strategic plan for the network**, and facilitate communication among the SC members and between the SC and network members. Key responsibilities include creating meeting agendas, ensuring effective decision making and communication with the ED, monitoring progress, and aligning the efforts of the committee towards accomplishing the mission of FACT and the goals outlined in the strategic plan.

4.4.3 SC Vice Chair

The Vice Chair of the SC plays a pivotal role in **ensuring smooth operations and effective communication within the group**. Responsibilities include taking meeting notes, documenting member requests and concerns, and promptly bringing them to the attention of the Chair. In addition, the Vice Chair lends support to the Chair by assisting with tasks as needed and delegating responsibilities to other committee members when necessary. The Vice Chair regularly follows up on action items, ensures all tasks are completed to uphold the committee's objectives, and stands in for the Chair when necessary, ensuring continuity in leadership and maintaining momentum. The Vice Chair will assume the role of chair when the chair position is vacated.

4.4.5 SC Member

General members of the SC are responsible for contributing solution-oriented ideas and opinions during SC meetings, completing tasks assigned by the Chair, and chairing subcommittees formed by the SC.

4.4.6 Student/Early Career Representative (SECR)

The SECR is responsible for coordinating with the student membership coordinator, assisting with student and early career activities, and providing guidance as part of the SC on how best to support student and early career members.

5. Meetings

At minimum, the SC will meet four times throughout the year. The meetings may be in-person or virtual. Two meetings will occur during or just prior to the FACT in-person meetings, with two additional virtual conferences in between meetings. The SC may elect to meet more or less as needed.

6. Non-elected Leadership Positions

Non-elected FACT leadership positions are volunteer based and may be assumed by elected positions if desired. The SC may create new non-elected positions as necessary. Non-elected leadership persons may be assisted by one or more people. Non-elected leadership roles will provide information on their respective activities to the SC.

6.1 Student Membership Coordinator

The Student Membership Coordinator shall assist the SECR in supporting students and early career scientists within the FACT Network. Responsibilities include, but are not limited to, acquiring donated items for the student travel raffle, overseeing the student travel raffle, and tasks assigned by the SECR.

6.2 Outreach and Social Media Coordinator

The Outreach and Social Media Coordinator is responsible for all social media communications including creating and posting information at the request of the leadership team, reposting appropriate material, and creating and posting content for the FACT website, specifically project pages.

6.3 Meeting Coordinator

The meeting coordinator shall oversee all aspects of the annual meeting planning. This includes creating and overseeing a planning committee, site selection, food, beverage, and social planning, maintaining a budget, soliciting meeting sponsors, creating a registration site, creating the meeting agenda, providing printables (e.g., agendas, name tags) for the meeting, and coordinating with the SC, SECR, and student membership coordinator.

6.4 Membership Coordinator

The membership coordinator shall oversee membership inquiries and new member onboarding. This includes, but is not limited to, monitoring new members that sign up through the website and sending introductory emails, updating the contact list with new members, monitoring and responding to messages in the membership email inbox, and sending network wide emails at the behest of the leadership team.

6.5 Loaner Equipment Chair

See the FACT Network Loaner Subcommittee Description for position description.

6.6 Data managers

See the FACT Network User Agreement and Data Policy for position description.