Charter- OpenTopography Advisory Committees

October 2024

Committee Purpose and Charge

OpenTopography is guided by three advisory committees that represent OpenTopography's users and ensure that the facility's activities are aligned with the needs and initiatives of the scientific and educational communities. Being on the advisory committee is a volunteer position with a single 1-2-hour-long call per quarter.

- *The Research Communities Advisory Committee* provides guidance on feature development, data ingestion, and technical training, ensuring that the facility is aligned with community science initiatives and requirements.
- *The Inclusive Education, Training, and Workforce Development Advisory Committee* provides feedback on our efforts to develop educational and training materials for students and early career researchers and to promote our resources to relevant communities.
- *The Sustainability and Technology Advisory Committee* guides OpenTopography's sustainability planning, helps engage with non-academic groups, fosters new collaborations, and ensures that OT efforts are aligned with emerging cyberinfrastructure and high resolution topography data collection technologies.

Membership

Each of the three committees have approximately six members. Membership includes:

- *Research Communities Advisory Committee:* A graduate student (M.S. or Ph.D. student), a postdoctoral scholar (at a US university or other research institution), and other members of the U.S.-based research and/or academic community. The members collectively have expertise in a range of Earth Science disciplines that use topographic data.
- The *Inclusive Education, Training, and Workforce Development Advisory Committee:* Graduate student (M.S. or Ph.D.) or postdoctoral scholar and other members of the U.S.-based educational community who work at secondary schools, community colleges, small-liberal arts colleges, 4-yr universities and museums.

- *The Sustainability and Technology Advisory Committee:* Members work at a range of organization types including different levels of government, academia, start-ups, consulting companies, and larger commercial organizations. Members may be based in the US or internationally.

Selection

Advisory Committee members are selected primarily via nomination from the communities represented by the particular advisory committee. Self nominations are permitted. Based on the nominations, OpenTopography will work with the existing Advisory Committee to select members that together represent the diversity of the OpenTopography user community including career stage, disciplines within the Earth Sciences, and institution type. If there is an insufficient number of nominees or the nominees do not together represent the breadth of desired experience (i.e., all nominees are senior faculty), OpenTopography and its current advisory committees may select and invite new members.

Term of Office

Most members will serve two-year terms. The terms may be extended to three years to ensure some continuity of the advisory committee. The NCALM representative (member of the Research Communities Advisory Committee) does not have a term limit. Their appointment is tied to the NCALM designation of the representative.

Member responsibilities

- Active participation in quarterly virtual conference calls. The member is expected to provide feedback on OpenTopography that reflects the group(s) that the member represents.
- Conduct occasional activities focused on providing feedback to OpenTopography. For example, a past committee member helped to develop a community survey to collect feedback from OpenTopography users.

Steering Committee Chair

Each of the three committees will have a chair with the following responsibilities:

- The chair is responsible for writing a short report from each Advisory Committee meeting that summarizes the meeting discussion. This report may be included in annual reporting to the NSF.
- The chair will join the OT PIs in the Executive Committee (ExComm) to provide oversight of the Facility and coordinate governance. The Advisory Committees in coordination with the ExComm may convene Working Groups to ensure greater focus on specific topics.