



Mid-Valley STEM-CTE Hub Advisory Committee Letter of Interest

Statement of Purpose:

The Advisory Committee will advise the Mid-Valley STEM-CTE Hub on strategies and programs to advance its mission and advocate for its success. This effort will seek to address systemic inequities Linn and Benton County students experience by applying an equity lens to the evaluation and promotion of MVSCH investments and partnerships.

Scope:

The advisory group shall advise the MVSCH regarding:

- A. Development and implementation of the MVSCH Strategies and Outcomes; and
- B. Eligibility criteria, applicant selection processes and expectations for recipients of grant awards.

Decision-making Authority:

The committee is an advisory body where the members will provide knowledge, suggestions, and recommendations. The Committee will advise the MVSCH regarding equity to develop and enact a vision that prioritizes eliminating systemic disparities by gender, race, ethnicity, disability, family economics, geographic location, sexual orientation, home language, and/or other characteristics subject to oppression.

The MVSCH staff is responsible for summarizing highlights from the meetings and responding to information requests and key action items. The MVSCH will communicate how it acted on the advice provided by advisory members at the following meeting. Minutes will be taken and shared publicly.

Membership:

The MVSCH shall form an advisory group consisting of individuals representing:

- Urban and rural communities;
- Indigenous and immigrant populations;
- English language learners;
- Individuals with disabilities;
- Youth who are LGBTQ2SIA+; and
- Community-based organizations serving youth and families.

The committee will consist of up to ten members with equitable representation from these groups.

Responsibilities of members:

Advisory committee members will:

- Attend advisory committee meetings. Meetings will be held virtually to allow for full participation of committee members across Linn and Benton Counties.
- Share relevant information from communities to the Committee.
- Connect with constituents and local networks to share with the Committee.
- Review minutes and materials prior to meetings.
- Inform MVSC staff if you anticipate missing one or more meetings.

Removal from the Committee will occur when a member is absent for two (2) consecutive meetings unless prior notice is given to MVSC staff.

Meetings:

Committee will meet at least six times a year (bi-monthly) and last approximately 1.5 hours on the 2nd or 3rd Wednesday of the month; additional meetings may be requested. Meetings are held remotely.

Meetings are open to the public and subject to public meeting requirements.

There will not be proxy attendance for this committee. MVSC staff are responsible for following up with Committee members who miss a meeting to debrief them on agenda items discussed.

Membership Terms of Service:

Committee members can serve up to two 2-year terms. No person may be appointed to serve consecutively more than two full terms as a committee member.

Conflicts of interest:

Committee members will be asked to declare any and all potential conflicts of interest. Since this committee is advisory in nature, the MVSC does not want to exclude voices from participation. All committee members will submit a conflict of interest declaration upon accepting their membership. Conflicts of interest include place of employment, volunteer or board positions, close family members connected to potential grantee organizations, etc. Identified potential conflicts of interest will be addressed within the Advisory Committee and actions to resolve will be documented.

Application:

To apply, please complete [this form](#). The deadline is Friday, October 23. All eligible members of our community are encouraged to apply. Your voice matters!

Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.

-Margaret Mead