



*Society of American Military Engineers*

## **K-12 STEM Outreach Committee Charter**

**(Revised 3 April 2019)**

**Mission.** The K-12 STEM (Science, Technology, Engineering, and Mathematics) Outreach Committee mission is to promote and support pathways to STEM degrees and STEM careers for K-12 students as part of the national strategic effort to produce more STEM professionals for the nation.

**Vision.** The K-12 STEM Outreach Committee provides for the security of the nation by ensuring a robust STEM workforce.

**Scope.** K-12 students need to be exposed to STEM activities, degrees, and careers as they move up the academic ladder. The committee will work with the network of Posts, individual members, sustaining members, service branches, and strategic partners to increase opportunities for STEM exposure for K-12 students. The committee will also promote the Society's STEM programming at local, regional, and national events, as resources allow.

### **Activities**

1. Categorize different examples of how the Post/individuals support
2. Identify and provide guest speakers/webinars on relevant topics
3. Serve as a clearinghouse of STEM information
4. Provide a calendar of STEM (SAME/Post and external) events and points of contacts

**Membership.** Participation in the Committee is open to all SAME members interested in K-12 STEM and advancing the mission as stated above. The Committee benefits from members at Posts, Student Chapters, other SAME committees, military branches, sustaining members, and strategic partners. Leadership for the Committee shall be composed of the Leadership Team as defined below. No one may be denied membership on the basis of race, color, age, disability, religion, gender, national origin, marital status, political affiliation, sexual orientation or any other unlawful reason.

**Organization.** The Committee consists of the Leadership Team as defined below. These members are responsible for the operations of the Committee as well as establishing near and long-term Committee goals in support of the SAME Strategic Plan. Any SAME member with an interest in STEM may seek out one of these leadership positions.

The Leadership Team consists of:

- Chair (Jeff Leonard, US Air Force Research Lab)
- Chair-Elect (Josh Graham, HDR)
- Vice-chair for Strategic Alliances (Liza Grudin, NovelEolutions, Inc.)
- SAME Foundation Liaison

- Camps Committee Liaison
- College Outreach Liaison
- Virtual Student Chapter Liaison
- Young Member Council Liaison (Victoria Hernandez, Jacobs)
- Enlisted Member Council Liaison
- Awards and Recognition Liaison (Traci Dewar, US Air Force)

**Appointment of Leadership Team.** The Committee Chair will serve a two-year term with the option of a third-year contingent on the Society Vice-President for Committees and Councils' (VP for C&C) approval. The Chair may only serve one term.

At least six months prior to the Joint Engineers Training Conference (JETC) in the final year of the Chair's term, a Chair-Elect will be appointed by the Society VP for C&C based upon the recommendation of the current Chair. The Chair-Elect shall have served on the Leadership Team at least one year to be considered for Chair. In the event a Chair-Elect cannot be selected from the Leadership Team, the Chair shall work with the Society VP for C&C to appoint a Chair-Elect from the SAME Membership. At the time of appointment, the Chair-Elect will work with the Chair to ensure a smooth transition.

Leadership Team members shall be appointed by the Chair on a yearly or as needed basis after consultation with current Leadership Team, if applicable. Selection is based on desire to serve and needs of the Committee. Leadership Team members may be invited to continue their position for subsequent years. There are no term limits for the Leadership Team. The Chair has the flexibility to add or remove positions as needed.

**Leadership Team Responsibilities.** The following are the responsibilities of the Leadership Team members:

- **Chair**
  - Represents the Committee to the Society
  - Attends Board of Direction (BOD) meetings on behalf of the Committee
  - Develops regular battle rhythm
  - Provides agenda for monthly calls
  - Holds committee members accountable
  - Networks throughout Society with other councils and look for opportunities to collaborate
  - Promotes STEM Post and National happenings and opportunities in every possible venue
  - Establishes priorities for the Committee
- **Chair-Elect**
  - Serves as the Chair, when the Chair is not available.
  - Serves as secretary for Committee keeping minutes and disseminating relevant

information

- Maintains accuracy of website, LinkedIn information
  - Maintains a presence on Twitter (@SAME\_STEM)
  - Looks for opportunities to promote SAME events on social media and SAME publications
  - Works with the Committee to provide content to the STEM Corner in TME
- **Vice-chair for Strategic Alliances**
    - Identifies opportunities to develop and conduct strategic alliances with sustaining members, service branches, and strategic partners, as well as identifies other potential collaborators
    - Defines engagement opportunities for strategic alliances to support the K-12 STEM outreach efforts of the Society
    - Serves as point of contact for sustaining members, service branches, and strategic partners that want to work with the committee
- **SAME Foundation Liaison**
    - Be the face of the K-12 STEM Outreach committee to the SAME Foundation
    - Participate in both K-12 STEM Outreach and Foundation calls.
    - Determines opportunities to highlight the Society's STEM work to the Foundation as part of the case to support Foundation fundraising.
    - Determine Foundation resources/grants that can sustain, support, and expand the Society's STEM work.
- **Camps Committee Liaison**
    - Be the face of the K-12 STEM Outreach committee to the Camps Committee.
    - Participate in both K-12 STEM Outreach and Camp Committee calls.
    - Ensures each camp season is promoted to the committee's K-12 network of members and partners.
    - Conveys any requests/needs from the Camps committee to this committee.
    - Determines areas of collaboration between the two committees.
- **College Outreach Committee Liaison**
    - Be the face of the K-12 STEM Outreach committee to the College Outreach Committee
    - Participate in both K-12 STEM Outreach and College Outreach Committee calls.
    - Ensures College Outreach Committee efforts are promoted to the committee's K-12 network of members and partners.
    - Conveys any requests/needs from the College Outreach committee to this committee.
    - Determines areas of collaboration between the two committees.

- **Virtual Student Chapter (VSC) Liaison**
  - Be the face of the K-12 STEM Outreach committee to the Virtual Student Chapter.
  - Participate in both K-12 STEM Outreach and VSC calls.
  - Ensures the Virtual Student Chapter is promoted to the committee's K-12 network of members and partners.
  - Conveys any requests/needs from the VSC to this committee.
  - Determines areas of collaboration between the committee and VSC.
  
- **Young Member Council (YMC) Liaison**
  - Be the face of the K-12 STEM Outreach committee to the Young Member Council.
  - Ensures the relevant activities of the Young Member Council are promoted to the committee's K-12 network of members and partners.
  - Conveys any requests/needs from the YMC to this committee.
  - Participate in both K-12 STEM Outreach and YMC calls.
  - Determines areas of collaboration between the committee and council.
  
- **Enlisted Member Council Liaison**
  - Be the face of the K-12 STEM Outreach committee to the Enlisted Member Council.
  - Ensures the relevant activities of the Enlisted Member Council are promoted to the committee's K-12 network of members and partners.
  - Conveys any requests/needs from the Enlisted Member council to this committee.
  - Participate in both K-12 STEM Outreach and Enlisted Member Council calls.
  - Determines areas of collaboration between the committee and council.
  
- **Awards and Recognition Committee Liaison**
  - Be the face of the K-12 STEM Outreach committee to the Award and Recognition committee.
  - Ensures the relevant activities of the Awards and Recognition activities are promoted to the committee's K-12 network of members and partners.
  - Conveys any requests/needs from the Awards and Recognition committee to this committee.
  - Participate in both K-12 STEM Outreach and Awards and Recognition calls.
  - Determines areas of collaboration between the two committees.

### **Committee Meetings**

The Committee will meet in-person each year at the Joint Engineer Training Conference (May) and the Small Business Conference (October). The chair will determine additional times to meet, whether in person or via conference call.

Leadership Team will meet as often as needed to conduct the business of the COI. The

leadership team will also meet in advance of each community-wide meeting to confirm the agenda. The agenda for the leadership team calls will include update from Liaison positions.

COI Wide Call Standing agenda:

- Strategic Alliance Profile
- Reports Note from Liaisons
- Highlight Best Practices/Activities
- Updates from the Posts (what do Post needs)

To Participate: <https://global.gotomeeting.com/join/814580765>

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