

## U.S. Partners Forum Terms of Reference

Revised July 2024

### Introduction

The GLOBE United States Partners Forum (hereafter Forum) is established to provide a forum for direct dialog with the federal sponsor of GLOBE (NASA) and other supporting agencies (i.e., the National Science Foundation (NSF), the National Oceanic and Atmospheric Administration (NOAA), and the U.S. Department of State (DoS)), with a focus on issues and opportunities of specific interest to the United States. Accompanying, but distinct from the Forum, are the GLOBE Working Groups; the purpose of the Working Groups is to enhance the roles of the GLOBE U.S. Partners and Country Coordinators in shaping the future of The GLOBE Program and supporting the development and implementation of GLOBE worldwide.

### Purpose

The purpose of the Forum is to facilitate discussion of ways to enhance the contribution of GLOBE to the improvement of science, technology, engineering, and mathematics (STEM) education in the U.S. locally, regionally, and nationally. The Forum is convened by NASA in collaboration with NSF, NOAA, and DoS, and with the support of the GLOBE Implementation Office (GIO). Through its discussions, the Forum may provide programmatic inputs on GLOBE activities to the GIO and the NASA GLOBE Program Office.

### Functions

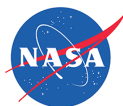
The functions of the Forum are to:

- Seek, compile, and provide insight into the issues and opportunities of GLOBE implementation and systematic incorporation of GLOBE into formal and informal education in the U.S.
- Develop topical or issue papers when appropriate.
- Identify and deliberate on topics, events, or opportunities of interest to GLOBE U.S. Partners.
- Share relevant information and knowledge to promote increased participation in and overall effectiveness of GLOBE within the U.S.
- Act as a conduit for two-way information exchange with the broader U.S. GLOBE community (or respective geographic area) and the specific constituencies (e.g., elementary and secondary, pre-service, and informal education, assessment, education administration, etc.).

### Membership

The Forum shall have up to eight (8) members serving on a rotating basis, reflecting the types of organizations that comprise GLOBE and the diversity of the GLOBE community, as well as representing the six U.S. geographic areas. Members include two at-large members, one of whom will be a U.S. Partner affiliated with a NASA Center. See Appendix A for the geographic areas.

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Candidates serving on the Forum will generally go through a nomination process that is open to all GLOBE U.S. Partners; the U.S. Partners may nominate themselves or be nominated by fellow Partners to the Forum. The Forum reviews the nomination documents and provides input to NASA. Members of the Forum shall be appointed and may be removed by the GLOBE sponsors in consultation with the supporting agencies. The U.S. Country Coordinator is an ex-officio member of the Forum.

Forum members generally have virtual monthly meetings. To be productive, functional, and representative of the community, members need to fully participate in both the online meetings and engage in email correspondence. While a typical term of service is one to three years, members who do not fully participate in the Forum can be asked to step down. Members are typically expected to attend at least 75% of the meetings over the course of a year.

Serving voluntarily without financial compensation, members of the Forum:

- shall have a strong knowledge of The GLOBE Program and the ability to understand and respect diverse points of view;
- shall have the relevant expertise in, and experience with, various aspects of the U.S. education system and framework for STEM learning;
- are to serve for a standard term length of up to three years, and may serve two consecutive terms on the Forum (if nominated and appointed);<sup>1</sup>
- are expected to study the topics which come before the Forum in order to contribute to their resolution;
- are expected to actively engage with the GLOBE U.S. Partners in the region they represent; and,
- should contribute articles or entries to the GLOBE blogs, newsletters, or other forms of communication on a regular basis (at least four per year).

NASA may invite observers or experts to participate on an ad-hoc or continuing basis. Forum members may also request Subject Matter Experts to assist in discussions on particular topics.

## Forum Officers

- The Forum shall have one officer: a Chair.
- A leadership team composed of the Chair, U.S. Country Coordinator, and note-taker from the GLOBE U.S. Coordination Office will work together to create agendas with input from other Forum members as well as the federal sponsors and GIO.
- The Chair is elected by members of the Forum by a simple majority; members can call for voting to be open or closed.
- The Chair serves for one-year terms and is eligible for re-election.

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<sup>1</sup> If a vacancy occurs in any position, the sponsors and the GLOBE U.S. Coordination Office will identify an ad hoc member to continue the Forum business until the end of the term.

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- The GLOBE U.S. Coordination Office will arrange electronic meetings and take meeting minutes.
- The Chair will facilitate the meetings, monitor the work, and be responsible for the deliverables of the Forum.

## Forum Operations

- The Forum operates under the purview of the program managers of the GLOBE sponsors. The program sponsors shall be ex-officio, non-voting members of the Forum.
- The Forum will meet virtually monthly and be supported for a face-to-face meeting once a year, pending availability of funds. The face-to-face meetings will typically be held either in the greater Washington, DC area, at a Partner institution, or in conjunction with the annual North American Regional Meetings (NARM).
- Virtual meetings will be approximately one hour.
- Discussion to obtain consensus will be the prevailing procedure used at meetings.
- Parliamentary procedure (*Robert's Rules of Order*) will be used when a decision is to be recorded and transmitted.
- When voting, a quorum (4 members) must be present.
- Meeting minutes/notes will be distributed to members of the Forum for review. A summary or key point of the meeting will be distributed through the U.S. Country Coordinator blog posts, the regional newsletters, the GLOBE Partner Listserv or other communication methods.
- All meetings are open to the U.S. Partner community as observers, subject to Participation Guidelines.

## Administrative and Technical Support

The GLOBE U.S. Coordination Office will provide administrative and logistical support to the Forum, including arranging virtual meetings, contacting technical advisors if requested, supplying appropriate background information that it may possess, and arranging travel for the face-to-face meeting.

## Role of the U.S. Country Coordinator

The U.S. Country Coordinator is a connector between the larger U.S. Partner community and the Forum, and a non-voting member of the forum, except in a tie-breaker situation. The Country Coordinator is also a member of the Forum leadership team (composed of the Chair, U.S. Country Coordinator, and the note-taker from the GLOBE U.S. Coordination Office).

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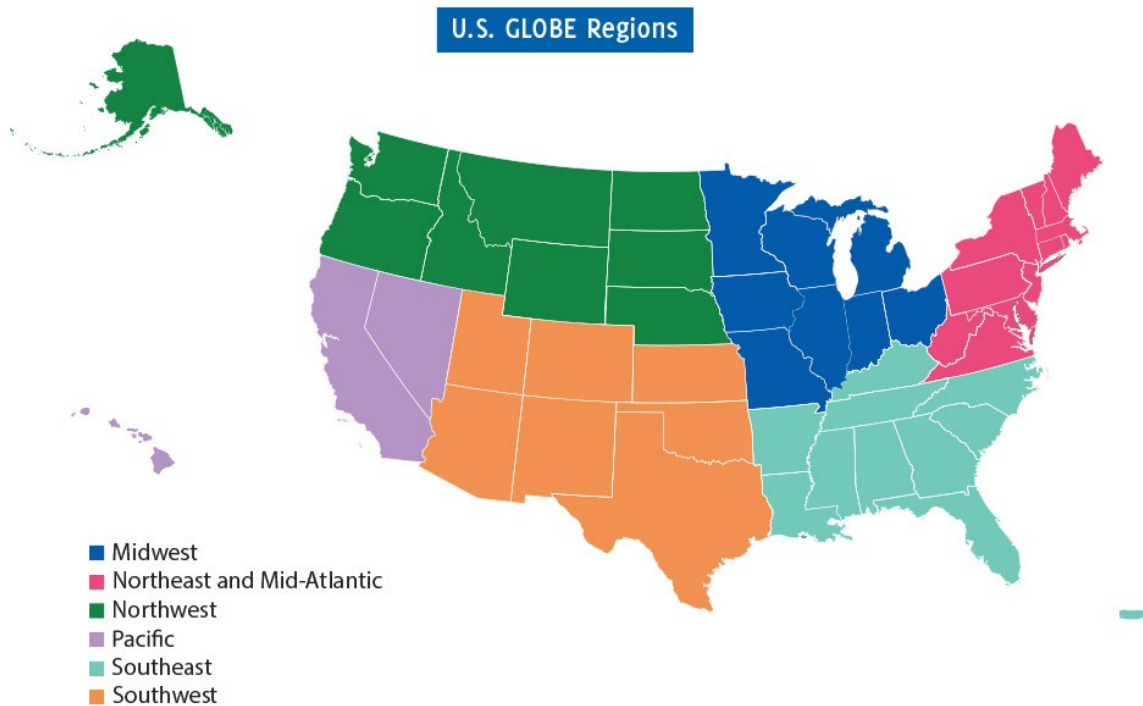
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## Appendix A



Pacific: California, Nevada, Hawaii

Midwest: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin

Northeast and

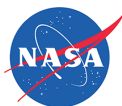
Mid-Atlantic: Delaware, DC, Connecticut, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia

Northwest: Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wyoming

Southeast: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico Territory

Southwest: Arizona, Colorado, Kansas, New Mexico, Oklahoma, Texas, Utah

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