

## Charge

To administer the Howard Garrison Advocacy (HGA) Fellowship, including the establishment and oversight of program guidelines and the annual HGA Fellowship Cohort.

## Objectives

1. Establish policies and procedures governing administration of the HGA Program
2. Develop the program's eligibility criteria.
3. Develop guidelines to ensure participants are chosen via a competitive peer-reviewed selection process.
4. Develop the rubric to evaluate and score submitted applications.
5. Provide oversight of program administration including annual review of program policies, procedures, and eligibility criteria.
6. Serve as an advocate for the program to their home societies and broader community.

## Members

### Voting:

- **Chair**
- **Vice Chair** elected annually from committee membership.<sup>1</sup>
- 2-3 Current Board members or those that have served within the past two years.
- 2-3 Science Policy Committee (SPC) members or those that have served within the past two years.
- 2-3 Current member of the DEAI committee
- 1-2 Member Society Executive Officers or staff
- 1-2 HGA Fellowship Alumni

### Non-voting:

- FASEB Executive Director/CEO
- FASEB Director of the Office of Public Affairs
- **Staff Liaison:** Sally Schwettmann, Director, Governance and Leadership Development

## Membership Selection

**Chair:** The Board seeks individuals with leadership experience in science policy and advocacy, professional or career development for scientists, and knowledge of FASEB member society education programs.

**Voting Members:** The Board seeks individuals with experience or demonstrated interest in science policy and advocacy, professional or career development for scientists, and knowledge of FASEB member society education programs.

Biographic, demographic, and scientific diversity in governance is an overarching goal of the Federation, and the Board seeks to appoint members to Federation committees who represent this diversity.

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<sup>1</sup> The Vice Chair's only role is to preside over meetings in the Chair's absence.

### **Membership Terms**

The Chair and members serve terms of three (3) years beginning on July 1 of the year appointed and ending on June 30 of the third year. Members can be reappointed for one additional consecutive three (3) year term with. The vice chair shall be elected annually from the committee membership.

### **Time Commitment (all virtual)**

- 2-4 hours annually to review program policies, procedures, and eligibility criteria
- Up to two deliberation meetings annually (4 hours total) to select participants, plus time necessary to review and score applications.
- 2-4 hours annually promoting the program to home society and broader community, with much of the time needed in June promoting the application and August promoting the selected participants.

### **Annual Timeline**

- Q1: Committee updated on program activities and outcomes.
- Q2: Committee review of program policies, procedures, and eligibility criteria
- Q3: participant selection: will likely entail 2 meetings of up to two hours each in late July/early August, please time needed to review applications.
- Q4: committee updated via email on program activities and outcome.