

COVES Leadership Advisory Council Position Description

Purpose

- The COVES Leadership Advisory Council is composed of individuals representing participating organizations, serving as their voice to the COVES staff and leadership team.

Meetings

- Meetings are primarily held remotely by dial in/log in of not more than 1 hour per month.
- An annual in-person meeting is held in conjunction with an annual professional conference, likely the ASTC annual conference.
- Working groups or subcommittees may be formed to focus on particular tasks (e.g. the COVES Leadership Advisory Council application and selection process), which may require additional, separate meetings on an as needed basis.

Responsibilities of the Leadership Advisory Council Member

- Gain organizational and financial support to participate in the COVES Leadership Advisory Council and to maintain membership of your organization in COVES throughout the duration of your COVES term.
- Provide strategic input on project goals and priorities to reflect the needs and wishes of COVES participants.
- Serve as a voice of COVES members, representing the needs and interests of COVES participants, as well as your home organization, in the feedback and planning process of the COVES Leadership Advisory Council.
- Provide feedback on instruments, methodology, and analytical output/format. Provide input on any proposed changes to the common instruments, methodologies, and shared analytical tools/outputs that are provided to all project participants.
- Provide feedback and strategic guidance on the COVES financial model, business sustainability plans, and opportunities for funding.
- Review annual income/expense statement, provide strategic input on budget priorities and any project surplus or deficit. Review and provide strategic input on the financial implications of new project priorities or expansion plans.
- Provide input on written policies related to the operation of the project and the rights and responsibilities of participants (i.e. data use policy).
- Provide input on scope of standard services provided by the project to participants.

- Provide input on COVES Leadership Advisory Council position description, application, and selection process.
- Provide input on COVES Leadership Advisory Council selection process (one member acting as the Council Selection Chair will participate with COVES staff in annual review of applications of new COVES Leadership Advisory Council members).
- Advocate for the COVES project and represent and promote COVES and its mission to other participants, prospective participants, and stakeholders at your home organization.
- Serve as a resource for participating organizations as needed. Participate in training, presentations, or promotional activities upon request and if mutually agreed.

Composition of the COVES Leadership Advisory Panel and Term of Commitment

- The COVES Leadership Advisory Council is comprised of representatives selected from member organizations and relevant professional associations. It will be composed of no less than 8 and no more than 12 individuals.
- Individual representatives are selected through an annual application process with the goal of achieving a composition that reflects the varied geographic locations, size, and research and evaluation experiences of COVES participating organizations. Consideration will also be given to reflecting a variety of professional roles and areas of expertise within their home organizations (e.g. marketing, executive, visitor services, research and evaluation, etc.). However, each representative must have been involved as a participant in and user of COVES at least 6 months prior to their appointment.
- Individual representatives will serve a three-year term renewable for up to one additional term. The exception is those who fill a partial term who are eligible to complete that partial term and then participate for two additional full terms.
- Participation in the Council is contingent upon continued employment at the participating member organization you were associated with at the time of your appointment as well as the continued membership of the employing institution in COVES. If an individual member changes their employer or the organization ends its COVES membership, the position will be considered a mid-term vacancy.
- Terms are intended to ensure turnover within the body to bring in new perspectives and build strong connections to a wide variety of participating organizations over time. As such, service will be limited to two standard terms (and any partial term that preceded the standard term in the case of midterm appointments). The application/selection subcommittee may recommend exceptions to allow extension beyond the standard maximum or to allow the return of a former member under exceptional circumstances.
- Terms are staggered within the committee so that no more than one third of the representative terms expire in a given year. In the initial launch of the group, seats

will be filled as one, two, or three year terms from the COVES IMLS grant Governing Body to phase in the rotation of new individuals and ensure continuity through the transition. One and two year terms will be considered renewable for up to one standard three year term.

- Vacancies midterm will be filled for the duration of the departing incumbent's original term through selection of new council members by MOS COVES staff. Terms of these individuals will be renewable for up to two additional standard three-year terms in order to maintain the rotation and balance of experienced committee members and onboarding and orientation of newer members over time.
- To provide a link and liaison to MOS leadership and alignment of the Museum's use and direction of the COVES service with its role as founding organization and project sponsor, one seat on the COVES Leadership Advisory Council will be reserved for the Museum of Science lead stakeholder.
- The committee meetings will be staffed and facilitated by MOS COVES staff.