

POSITION

Committee Representative on AGU Council

The AGU Council includes committee chairs of selected AGU committees, currently Honors and Recognition, Meetings and Publications.

In their role as AGU Council members, committee chairs work to advance the scientific direction of the Union as a whole, as well as bring more detailed knowledge of their committee's work to the group. Participating in the Council allows them to provide a valuable perspective that would otherwise be missing in the discussion, and to serve as a conduit of information to/from the Council.

The Council partners with the AGU Board and staff to shape and lead AGU and geophysical sciences into the future. The Council's three distinct roles:

1. Policy formation (honors and recognition, editor criteria, sections/focus groups, etc.)
2. Idea generation/science deliberation
3. Advisor/sounding board (science and member issues)

TERM

2 years

PARTICIPATION & TIME COMMITMENT

Attendance at, and participation in, council meetings

- The council meets electronically for 2 hours 4 times each year:
 - Mid-March
 - Mid-June
 - Early September
 - Mid-November
- The council meets face-to-face 1 time each year:
 - December (1 day) in conjunction with the Fall Meeting (San Francisco)
- Full participation requires reading background material in advance and assisting with preparing agenda items as requested

Participation in online council collaboration site, including discussions and collaborative documents

Leadership of committee you chair

- Committee schedule: Each committee chair and staff partner determines how often the committee needs to meet to accomplish its objectives. Meetings can be held face-to-face and/or virtually.
- Committee work: Committee charges are set in conjunction with the President, President-Elect, Executive Director/CEO, and appropriate staff at the beginning of the 2 year term. Work plans are developed by the chair and appropriate staff.

Participation in committees and/or work groups as assigned

The time commitment can vary widely from week to week. Weeks including meetings and/or travel require significant engagement, while other weeks might require responses to an email or an online discussion. This job requires a level of awareness of and responsiveness to ongoing council work.

ROLES AND RESPONSIBILITIES

Support direction of AGU and help engage members

- Advance the vision, mission and strategic plan of AGU.
- Partner with the Governance Committee to fulfill AGU's commitment to exceptional governance.
- Articulate, safeguard, model, and promote AGU's core values and principles.
- Maintain awareness of emerging issues that could impact the science and AGU, especially issues facing the committee you lead.
- Serve as a conduit of information between AGU leadership and committee members.
- Ensure committee charge and work plan supports AGU's mission, vision, core values, and strategic objectives.
- Help mobilize and engage AGU members.
- Bring a unique perspective, while keeping in mind your responsibility to act in the best interests of the organization, not any particular constituency or discipline.

Build relationships internally and externally

- Champion AGU and Earth and space sciences to all constituents and publics.
- Ensure good interaction with related committees, Section/Focus Group leaders, and other stakeholders.
- Listen to Council ideas and feedback regarding your committee's area of responsibility.
- Encourage others to get involved in volunteering at AGU.
- Utilize staff expertise.
- Get to know other council members and key staff.

Be an active member of the AGU Council

- Prepare for, attend and actively participate in all council meetings.
- Be knowledgeable about the bylaws, policies, strategic plan, and governance responsibilities of the AGU council.
- Abide by the code of conduct. Not yet developed, but coming!
- Follow the conflict of interest policy and disclose any potential conflicts of interests.
- Support ongoing science, outreach and development activities of the Union.
- Function at a strategic, not tactical, level.
- Be cognizant that the authority rests with the council as a collective body, not to any one individual member.
- Participate in council orientation and be knowledgeable about effective governance.
- Participate in periodic evaluation of the council's performance and contribute to ongoing improvement of AGU governance.
- Help prepare and lead council agenda items as requested.

SEE WEBSITE FOR RELATED DOCUMENTS

Council Code of Conduct

A code of conduct has not yet been developed for the council.

Leadership Criteria

The criteria for the council are being developed.

Conflict of Interest policy and process

Each council member signs a conflict of interest form annually.

AGU Bylaws

The bylaws outline the high-level responsibilities of the board and the council.

Strategic Plan

The strategic plan outlines the mission, core values, and envisioned future of AGU. The strategic goals and objectives set the direction of the Union.

2013-2014 Meeting Dates

A calendar of important dates is attached and will be finalized in the next few months.