

FEMA Region VI Higher Education Collaborative STEERING COMMITTEE CHARTER

February 24, 2019

Purpose. The Steering Committee of the FEMA Region VI Higher Education Collaborative will provide strategic direction and guidance to the FEMA Region VI Higher Education Collaborative in order to achieve its stated goals and objectives.

Mission. The purpose of the FEMA Region VI Higher Education Collaborative is to establish a regional community of educators, engaged in an ongoing dialogue to share information and foster collaboration among colleges, universities, and Centers of Excellence in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. Ultimately, these efforts will serve to increase resiliency and enhance disaster preparation and response efforts by emergency management and homeland security agencies, practitioners, and other affected stakeholders.

Goals. Our goals are to

1. Maximize stakeholder engagement;
2. Confront challenges facing academic programs;
3. Incorporate practical experience and experiential learning into academic curricula;
4. Promote diversity in the profession;
5. Balance Homeland Security issues and Emergency Management principles in college and university programs;
6. Bring together emergency management and homeland security academics and practitioners to share efforts and discuss opportunities; and
7. Promote research that addresses Homeland Security and Emergency Management issues.

Responsibilities.

1. Members of the Steering Committee will:
 - Serve as trusted advisors to the FEMA Region VI Higher Education Collaborative Lead as s/he develops and leads the FEMA Region VI Higher Education Collaborative;
 - Actively assist the FEMA Region 6 Higher Education Collaborative in achieving its goals;
 - Assist in establishing professional relationships between the FEMA Region VI Higher Education Collaborative and Emergency Management and Homeland

- Security practitioners in the field at federal, tribal, state, regional, and local levels;
- Enhance visibility of the FEMA Region 6 Higher Education Collaborative within the area encompassed by the States of Arkansas, Louisiana, New Mexico, Oklahoma and Texas;
 - Act as a sounding board to FEMA Region VI leadership team regarding education, training, and research associated with institutions of higher education;
2. Typical Matters for Steering Committee involvement include:
- Review the agenda and supporting materials prior to the FEMA Region VI Higher Education Collaborative's steering committee meetings and biannual conferences;
 - Assist the FEMA in identifying and recruiting representatives from other colleges and universities in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas to the FEMA Region VI Higher Education Collaborative;
 - Solicit presentations from researchers pulled from colleges and universities in their respective states for biannual conferences;
 - Vet promising education, training, and research initiatives for possible future presentation to the FEMA Region VI Regional Interagency Steering Committee (RISC);
 - Schedule, plan, and host a biannual conference of the FEMA Region VI Higher Education Collaborative;
 - Serve on committees or task forces and taking on special assignments;
 - Represent the Steering Committee to stakeholders;
 - Act as an ambassador for the FEMA Region VI Higher Education Collaborative;
 - Update information on the FEMA Region VI Higher Education Collaborative web page.

Compensation

Steering Committee members will not receive cash compensation.

Reimbursement

Out of pocket expenses related to the duties of Steering Committee members are reimbursed when approved in advance and in writing by FEMA.

Meetings

Steering Committee meetings will be scheduled approximately one year in advance.

- Steering Committee meetings are generally held once per quarter. Interim communication between sub elements of the Steering Committee and the Committee Chairperson or FEMA Lead may occur more frequently – both formally and informally.
- When Steering Committee meetings are held, participation can generally be conducted by telephone and/or tele-conference. The Steering Committee Chairperson and FEMA Lead will strive to schedule these meetings months in advance at mutually convenient dates and times.
- The Steering Committee Chairperson and FEMA Lead may schedule an annual meeting requiring that the Steering Committee members attend and meet in person. This will be done in conjunction with one of the twice annual conferences hosted by the FEMA Higher Education Collaborative.
- Members are expected to participate in scheduled meetings. Members who do not attend at least three of the year's four scheduled meetings may be asked to resign.

Composition

The Steering Committee of the FEMA Region VI Higher Education Collaborative will consist of approximately eight to twelve leaders with expertise in education, training and/or research in the areas of emergency management and homeland security issues.

- Steering Committee members are selected for their leadership and expertise in relevant domains and their sterling professional reputations to assist in achieving the FEMA Region VI Higher Education Collaborative's goals and objectives;
- The Steering Committee will seek to include members representing institutions of higher education from all five states in FEMA Region VI;
- In the interest of inclusion, the Steering Committee will seek to include members representing institutions of Historically Black Colleges and Universities (HBCU) and Hispanic Serving Institutions (HSI), and Native American Colleges;
- The Steering Committee will seek to include members representing Community Colleges as well as colleges and universities offering 4-year courses of instruction.

Tenure

- Steering Committee members are expected to serve a three-year term of service;
- Terms shall be staggered initially to ensure continuity;
- Steering Committee members may be considered for, but are not guaranteed a second term;

- Should a Steering Committee member leave the college or university that s/he represents, his/her position on the committee will end;
- Steering Committee members in extraordinary circumstances may be asked by the FEMA Lead and Committee Chairperson to resign from their position.

Time Commitment

Steering Committee members should expect to spend an average of two to three hours per month in connection with FEMA Region VI Higher Education Collaborative business including direct contact with FEMA and the Steering Committee Chairperson and two to four additional hours of individual preparation and follow-up.

Publicity

The names, photos and biographies of Steering Committee members will be listed on the FEMA Region VI Higher Education Web Page under a section titled “Higher Education Collaborative Steering Committee”.

Affairs of the FEMA Higher Education Collaborative

Steering Committee members are advised that they will actively support the FEMA Lead tasked with responsibilities for the FEMA Region VI Higher Education Collaborative. Members are not responsible for the business and affairs of the FEMA Higher Education Collaborative such as financial monitoring and reporting, personnel actions, or legal compliance. They will be expressly indemnified by FEMA for all liability for which they are not held personally responsible.