

Outdoor School Program

ADVISORY COMMITTEE VOLUNTEER POSITION DESCRIPTION

Roles & Responsibilities

Authority & Advisory Committee Role

The responsibilities of the ODS Advisory Committee are directed through ORS 327.390 which states:

"The Director of the Oregon State University Extension Service shall convene an advisory committee for the purpose of administering the grant program established under this section. When selecting the members of the committee, the director shall take into consideration geographic and demographic diversity and shall ensure that the committee has representatives of the environmental community, the natural resources community and fifth-grade or sixth-grade education. It further states that the advisory committee shall recommend (emphasis added) to the director: (A) Standards for outdoor school programs; and (B) Distributions of moneys for outdoor school programs."

The role of the Outdoor School (ODS) Advisory Committee (AC) is to provide recommendations to the Director of the Oregon State University Extension Service. It does not have decision making authority in regard to administering this program. The AC can make decisions regarding group communication, adjustments to meeting schedules, and recommendations that it will forward to the OSU Extension Service Director (Director). The AC will work cooperatively with ODS Work Groups (WG) to complete projects and tasks in specific topic areas such as curriculum, camp facilities, research and assessment, etc.

Advisory Committee Responsibilities

Establish advisory recommendations to the Director including the recommendations below.

Recommended three-year phase-in of criteria for Outdoor School (ODS) funding based on ORS 327.390 and elements that will establish high quality, outcome-based programming. The criteria will include:

- Curriculum framework that focuses on Oregon's natural resources, is aligned to state standards, and addresses applicable science, technology, engineering & math (STEM) and Oregon Environmental Literacy Plan (OELP) concepts.
- Reporting requirements on participation data, evaluations, survey completion, and student outcomes.

Work with the OSU Business Center to review and provide feedback on funding process and timeline for distribution of funds for ODS participation.

Draft guidelines for applying for funding that address the following questions:

- What is an “equivalent outdoor educational experience”?
- What defines an experience as outdoor school?
- What can be funded (stipends, buses, planning)?
- How do funds support the inclusion of all students?

Assign a member of the AC to serve as a liaison between the AC and each of the WG.

- Ensure WG recommendations are considered and addressed.
- Request assistance on tasks and needs.
- Provide opportunities for feedback on recommendations.

Evaluate, with help from WG, ODS processes to ensure they are responsive to and address diversity, inclusion and equity.

Provide review and feedback on projects such as ODS courses and professional development, surveys, research, communication tools, reports, etc.

Ensure communication, outreach, and engagement with diverse partners and community members across the state. Contribute content, as available, for inclusion in communication documents.

Advocate for resources to support ODS program providers, ESDs and school districts.

Advise on staffing and managing the program.

Recommend common measurement system that successfully serves the needs of diverse audiences.

Promote the sharing and distribution of documents to ESD’s, School Districts, ODS program providers and other stakeholders, that support ODS high quality programming and models.

Identify resources needed by educators, ODS program providers, camp facilities and others and communicate needs to the appropriate WG.

Work to provide opportunities for input from stakeholders.

Reporting

The AC Chair will report to the Director.

Structure

Size: 15 – 20 members.

Representation

The Director is responsible for convening the AC. This will be accomplished through an open application process. Applications will be reviewed by a committee convened by the Director, with final selection made by the OSU Extension Service Director. Members shall represent the following:

Ex Officio Committee Members:

- OSU Extension Service Director
- OSU Outdoor School Program Leaders
- OSU Business Center representative

Term Committee Members:

Committee membership will include geographic representation from at least 5 different areas of the state, and representation of Oregon's demographic composition. This representation will be satisfied through the following:

- Post-high school/college students with ODS experience
- 5th and/or 6th grade teacher
- School principal
- Educational Service District representative with ODS responsibilities or experience
- K-12 public, private, and/or charter school administrator with ODS responsibilities or experience
- K-12 school board representative
- Representatives of the environmental/conservation community
- Representatives of the natural resources community
- Camp facilities representative
- Oregon Department of Education (ODE), Oregon School Board Association (OSBA), or the state of Oregon's Chief Education Office (CEO)
- OSU Extension faculty with ODS responsibilities or experience
- OSU research and assessment expert
- Oregon Environmental Literacy Program representative
- Member(s) "at large". (i.e. parent, public official, business community, students of special needs, other institutes of higher education)

Members will be sought who fulfill more than one designated representation, when possible.

Membership

Selection

Members will be solicited through an open application process. Nominations will also be accepted by sending the name, e-mail, address and phone to outdoorschool@oregonstate.edu at least 2 weeks prior to the application deadline. This is to ensure that the individual nominated has adequate time to receive and complete the application. The following application information can be found at <http://oelp.oregonstate.edu/outdoorschool>:

- OSU Extension Service Director's Letter of Solicitation.
- Advisory Committee Position Description.
- Work Group Position Description.
- Advisory Committee and Work Group Application

Applicants will receive notification of receipt of the application and a request for demographic information. This is an optional and anonymous form used to ensure diverse demographics within the applicant pool.

Timeline for applications

Call for applications/nominations	Mid-February
Deadline for applications	Mid-March
Notification to applicants	Late March
First Meeting	Early May

Terms of Service:

Start date of Service: May 1 to

End date of Service: April 30.

Initial Service Rotation: To allow for both continuity and change, a rotational three-year term of membership will be established. To establish the rotation, members will self-identify or draw lots when the AC is first formed, for a one-, two-, or three-year term with one-third of the committee in each. Members can request to be re-appointed after the members term has expired. New members are appointed for three years as terms expire, but can request a lesser term of service.

It is expect that the member's organization will support their time, travel and associated costs for meetings. Every effort will be made to provide support for travel or alternative communication means for those individuals whose organizations cannot support travel expenses.

Time Commitment

It is expected that year one and two will require approximately 16 volunteer hours per month. This will include in-person meetings, phone conferences and individual work.

Expectation of Service

Members will be expected to meet the following expectations.

- Attend meetings in-person or via video/phone conferences.
- Completion of tasks and adherence to timelines.
- Communication with the Chair and OSU ODS Program Leader about progress on tasks, timelines, or needs.
- Communication with stakeholders. Provide information and solicit feedback.
- Members may designate a representative if they cannot attend? **but** the designatee must be up to date on current on issues, needs, actions, etc for participating in AC meeting.

Preferred Qualifications

- Ability to consider multiple needs, interests and perspectives.
- Experience with outreach and engagement with a diversity of stakeholders.
- Knowledge and experience working with under-served & under-represented, populations.
- Experience with outdoor schools.
- Ability to work collaboratively and complete commitments in timely manner.
- Experience in planning, administration, implementation and/or evaluation.
- Commitment to diversity, equity, and inclusion.

Operations

Meetings *Schedule:*

Quarterly meetings for first and second year. Meetings will include opportunities to join remotely by video or phone after the initial meeting.

- May 5 & 6 Initial two-day AC Meeting
- July, October/November, January/February
- Dates and times to be determined.

Location:

Meetings to be held in centralized locations with access to phone conference and/or video conferencing, and access to the internet, when possible.

Consideration will be given to invited “guest experts” who might be attending for part of a meeting.

Procedures:

Meetings will be conducted in a way that allows for maximum participation and contributions for accomplishing the established AC priorities and outcomes. *Roberts Rules of Order* will govern group conventions as necessary. Meetings will include:

- Pre-meeting input on meeting outcomes, objectives and agenda
- Agenda for meeting outcomes and objectives
- Established “rules of engagement”
- A group process based on collaboration through dialogue and deliberation with the primary goal to reach agreement on recommendations forwarded to the OSU Extension Director. When agreement cannot be reached, the group may forward multiple recommendations.
- Record of meeting agreements, decisions, and tasks
- Review of timelines, accomplishments and next steps

Meeting roles/positions

OSU ODS Program Leader will work with the AC and the AC Chair to support and assist in their work. The OSU ODS Program Leader shall serve as a liaison between OSU Extension Director and the AC to ensure on-going communication and feedback and is responsible for posting AC notes on the ODS website.

AC Chair and AC Elect can volunteer or be nominated by members of the AC committee at their first meeting. The AC Chair serves 2 years and is followed in service by the AC Elect. The OSU Extension Director makes the final determination of appointment. The Chair and Chair Elect work with the ODS Program Leader to plan and carry out the AC’s work to prepare meeting agendas and assist with the details of the meeting; presides over meetings; keeps AC’s efforts focused and all members involved in tasks; arranges for the presentation of background information and reports to the committee; reviews WG recommendations; works with OSU ODS Program Leader to submit recommendations of the AC and WG to OSU Extension Service Director; and ensure communication between AC and WG.

OSU staff to assist with AC record keeping. This will include meeting minutes documenting tasks, action items, recommendations and decisions during the meeting; sends meeting record for review, and finalizes and distributes. Meeting records to be posted on OSU Extension ODS webpage. Key highlights to be included in monthly communication update.

Non-discrimination Statement

Oregon State University Extension Service prohibits discrimination in all its programs, services, activities, and materials on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, genetic information, veteran's status, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)