LVEHC Mellon Grant Steering Committee Statement of Purpose & Expectation

Purpose
The LVEHC Steering Committee is comprised of representatives of approximately a dozen Lehigh Valley academic and cultural institutions. Members of the Steering Committee guide the LVEHC by:

- Determining a vision for a sustainable regional consortium to support and enact engaged humanities in the Lehigh Valley;
- In the interest of achieving this vision, defining long-term goals and setting shorter-term programming priorities to actualize these goals.
- Fostering collaboration connecting the Steering Committee with at least one regional collaborative effort connected with the main themes and guiding principles of the LVEHC:

Main Themes:
- The diversity of communities
- The changing nature of work
- The process of storymaking
- The evolving landscape, environment, and sense of place.

Guiding Principles:
- By promoting reciprocal involvement, LVEHC's students, staff, and faculty engage with issues of vital importance to area community members, with community members.
- Through collaboration the LVEHC institutions have the broadest impact.
- Alignment with strategic directions of partner organizations and institutions ensures institutional engagement.
- Ensuring the continuing relevance of the work beyond the grant period is a priority.
- The value of the humanities and the arts underpins the entire project.

Expectations: Responsibilities & Tasks
Steering Committee members:

- Offer feedback on grant documents such as Calls for Proposals.
- Conduct outreach and broadcast grant information including upcoming opportunities, deadlines, and events to potentially interested individuals, groups, and listservs; contribute to the LVEHC contact database by contributing directly to the Contact Submission Form, or by conveying to the LVEHC Mellon Grant Coordinator general contacts we should keep in the loop about grant opportunities and events.
- Make announcements about the grant at least twice annually to large audiences of partner institution constituents (for example, at an arts organization’s membership meeting, at a faculty meeting, or at a consortial meeting of area public libraries).
- Evaluate proposals submitted to the Steering Committee for review.
- Contribute to and in some cases lead planning processes for events, bi-annual workshops, and interest group activities.
- Liaise between the Steering Committee and at least one substantive multi-institutional collaborative effort in connection with the grant.
- Provide updates at monthly Steering Committee check-ins regarding efforts at outreach and collaboration.

UNDERSTANDING TRANSFORMATIONS OVER THE PAST HALF-CENTURY
Membership
The Steering Committee is comprised of one representative from each institution, as well as the grant co-Directors. Members of the Steering Committee are appointed by their respective institutional administration. In discussion with the grant co-Directors, each institution can appoint up to three representatives who can rotate in for Steering Committee meetings, proposal evaluation cycles, etc. Only one review per institution will be accepted for a given proposal.

Term of Service
Steering committee members are asked to serve at least one academic year and are able to serve a maximum of four academic years. The term of service begins on September 1.

Meeting Schedule
The committee will meet twice a year in person and monthly via virtual check-ins using web-conferencing software. Additional meetings, including interest group meetings, will be called as needed.