

## 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 by 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.

**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.