

**LAKE ERIE AND AQUATIC RESEARCH NETWORK (LEARN)
Committees: At-A Glance Membership Composition and
Committee Summaries**

At-A-Glance Committee Membership Composition

- **Annual Meeting Committee Membership:**
 - Executive Director
 - 1 member-at-large
 - 2 committee members

- **Communications & Website Committee Membership:**
 - Network Coordinator
 - 1 member-at-large
 - 2 committee members

- **Research & Assets Committee Membership:**
 - President
 - 1 member-at-large
 - 2 committee members

- **Special Events Committee Membership:**
 - Past President
 - 1 member-at-large
 - 2 committee members

- **Graduate and Undergraduate Opportunities Committee Membership:**
 - President-elect
 - 1 member-at-large
 - Board of Directors student representative
 - 2 committee members
 - 2 student Network members: 1 graduate and 1 undergraduate from different institutions

1. Annual Meeting Committee Summary

Objectives:

- Organizes and sets agenda for the annual meeting informed by consultation with other committees

Committee Membership: Executive Director, 2 committee members, 1 member-at-large

Responsibility of Committee:

- Determine meeting date, location, length, and costs (out of membership dues versus out of pocket)
- Set a meeting agenda and invite speakers (e.g., agencies, municipalities, local officials, industry, etc.)
 - research priority setting
 - identification of emerging issues
 - networking (includes new researcher introductions)
 - communication of anticipated sampling efforts for upcoming season
 - identification of future grant opportunities (includes Larger joint project like NSF LETR)
 - interaction with management agencies to learn of new or changing research priorities
 - Identification of needs of membership that can be filled by undergraduate students (mechanism to develop internship opportunity)
 - Increase involvement with industries
- Organize subcommittee if necessary
- Draft communications and disseminate announcement to Network

2. Communications and Website Committee Summary

Objectives:

- Decrease duplicative research in region and increase collaboration by maintaining a website that connects researchers and highlights current research interests and activities within the LEARN Network (Network)
- Maintain LEARN member profiles that include contact information and content such as recent publications, areas of expertise, and recent collaborations
- Become a clearinghouse of membership successes (e.g., publication, awards, grants received, etc.) and communication materials (e.g., fact sheets developed, webinars)
- Become a public presence for consortium members to inform and engage media personnel, decision makers, state agencies, and the general public
- Create a one stop website for information about scientific meetings (face-to-face or virtual), funding, research initiatives, and recent publications

Committee Membership: Network Coordinator, 2 committee members, 1 member-at-large

Suggested Responsibilities of Committee: (*denotes members only portion of website)

- Organize LEARN Webinar “research review” series. Webinars will highlight research being done by Network members and their partners.
 - Goal to host a minimum of four webinars per year.
 - Committee membership to work with Ohio Sea Grant staff to advertise webinars; includes email listserv, website, and social media
 - Webinars to be standardized and archived
- Maintain a LEARN website. May require developing a sub-committee to assist Network Coordinator and committee membership. Will be:
 - Clearinghouse of outreach materials for dissemination
 - Platform to search for member publications (link to titles, not full paper PDF)
 - Home of LEARN calendar (*sampling events and member only events)
 - Host member profiles
 - Includes metadata about member datasets*
 - Populated by RSS feed/Social Media feed/News feed that is linked to members and member affiliation
 - Bulletin board for:
 - Grant opportunities
 - Jobs announcements
 - Graduate and postdoc opportunities
 - REUs and internships opportunities
 - Fellowship opportunities
- Initial development of LEARN logo

3. Research and Assets Committee Summary

Objectives:

- Encourage collaborative and interdisciplinary research among network members
- Identify and address new environmental concerns that require more research and support
- Foster opportunities to connect research project identification and outcomes to inform policy
- Communicate member research findings within LEARN
- Improve accessibility of available resources at institutions around Lake Erie, including but not limited to vessels, laboratory facilities, housing, and both analytical and field equipment

Committee Membership: President, 2 committee members, 1 member-at-large

Suggested Responsibilities of Committee:

- Sharing of Standard Operating Procedures (e.g., group calibration; NEERS, etc.)
- Organize credible data training
- Work to maintain an up-to-date list of resources available across LEARN membership. This will require encouraging LEARN members to regularly update their web based profiles
- Assist individuals/institutions in developing fee structure for asset rental
- Provide guidelines for rental agreement that includes addressing the issue of liability and insurance
- Help coordinate/facilitate sampling and field activities
- Review rates across membership to aid in standardizing. Work with members to encourage them to maintain up-to-date rates for assets (e.g., sample collection, sample processing, laboratory space rental, housing, equipment rental etc.)
- Research and develop group purchase discounts from product vendors through LEARN
- Maintain/update LEARN website links to core Lake Erie facilities

4. Special Events Committee Summary

Objectives:

- Propose, develop and manage workshops and professional development events
- Conduct a minimum of 1 special event annually, outside of the LEARN Annual meeting (additional events will depend on interests and topics)

Committee Membership: Past President, 2 committee members, 1 member-at-large

Suggested Responsibilities of Committee:

- Organize subcommittees for individual events
- Use special events to connect LEARN with outside groups/individuals (e.g., social scientists, policy makers, agencies, etc.)
- Set dates, length, location, for events 6 to 8 months in advance
- Set event agenda and invite speakers/session leader
- Determine who can attend each event; i.e., open to non-LEARN members or not
- Determine costs and fees (membership dues versus out of pocket)
- Work with the Communication and Website Committee to publish information for events on the LEARN website
- Potential events include but are not limited to:
 - Credible data training with state agencies
 - Statistical workshops
 - Science communication and outreach tutorials (how to build and effective PPT)
 - Cross-disciplinary workshops
 - White paper writing
 - Ecosystem service valuations
 - Citizen science integration with research programs
 - Partnership facilitation meetings (industry, agencies, soil and water districts)

5. Undergraduate and Graduate Opportunities Committee Summary

Objectives:

- To improve the accessibility of research and educational opportunities to undergraduate and graduate students at LEARN Universities.
- Identify and offer professional opportunities based on the needs of the students
- To better meet student research needs (e.g., sample sites and equipment) by making assets of LEARN institutions and field stations available

Committee Membership: President-Elect, 2 committee members, 1 member-at-large, Board of Directors student representative, 2 student Network members (one grad, one undergrad and from different institutions)

Responsibility of Committee:

- Utilize the network website to announce available student workshops and research opportunities
- Develop and ultimately oversee a Network REU program
- Propose and organize courses and workshops:
 - Determine instructors
 - Determine tuition/fees
 - Advertise course through LEARN website and listserv (work with Communication and Website Committee).
- When needed, develop survey to determine topics for courses, workshops, and professional development
- Survey area organizations and agencies for research aide needs
- Identify existing courses and workshops relevant to LEARN member undergraduates and graduates. Advertise on website and through Listserv