



Federal Laboratory Consortium
for Technology Transfer

Educate Committee Charter as of July /2020

Educate

EDUCATE COMMITTEE CHARTER

Last Updated: 7-21-20

Mission/Charge: This committee is created to provide progressive full spectrum education and training (E&T) and networking opportunities for Federal T2 professionals and key internal stakeholders

EDUCATE Goals: GOAL 1: Provide a robust training program for Federal T2 professionals delivered through state-of-the-art mechanisms. (T2 professional training)

GOAL 2: Provide education & training to address two major 'gaps' in the Federal T2 community: (1) T2 professionals communicating how T2 delivers value and benefit to the mission of the lab. (Defining the value proposition) and (2) lab leadership and technical staff on the value and benefit to the mission of the lab. (executive education)

GOAL 3: Provide and expand intentional networking and sharing of best practices within the Federal lab T2 community. (networking)

2020 Operational Tactics: **Tactic 1:** Develop a framework/pipeline of training to intentionally advance the T2 professional from novice to expert. (Professional Development Subcommittee)

Tactic 2: Collect and develop a clearinghouse of available (and worthy) T2 training. (Professional Development Subcommittee)

Tactic 3: Develop an executive education package targeting lab and agency senior leadership. (Toolkit Subcommittee)

Tactic 4: Deliver high quality programming at the National and Regional Meetings as evidenced by 80% "Meet or Exceed Expectations" on the post-meeting surveys (Program Subcommittee)

Educate Committee Chair: Education Committee Chair TBD (Chair will be elected in September 2020 and will take office October 1, 2020.)



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Members:	<ul style="list-style-type: none">• Professional Development Subcommittee• Practice Manual Subcommittee• Program Subcommittee• External Training Subcommittee• Regional Training Subcommittee
Subcommittees under this Committee (if any):	<ul style="list-style-type: none">• Professional Development Subcommittee Chair• Practice Manual Subcommittee Chair• Program Subcommittee Chair• External Training Subcommittee Chair• Regional Training Subcommittee
Number of Members:	Minimum 5; Maximum 21
Terms:	Chair elected for two-year term. Subcommittees appointed for two-year terms by Chair
Member Skills:	<ul style="list-style-type: none">• Must be a current FLC member to be Chair of Committee or Subcommittee.• Other professionals may join and contribute as deemed necessary by Subcommittee Chair with approval of the Chair.
Type of Meetings:	<ul style="list-style-type: none">• In-person Meeting at the National Meeting• Monthly Teleconferences• Education Chair to attend quarterly Executive Board Meetings
Committee/Subcommittee Chair Expectations:	Committee and Subcommittee Chair Members are expected to: <ul style="list-style-type: none">• Lead the Committee/Subcommittee in alignment with the FLC Strategic Plan• Drive the Committee/Subcommittee to accomplish their Tactic(s)• Develop the monthly agenda in conjunction with Cooperative Agreement Partner (CAP) staff member• Lead the monthly meetings• Meet with the CAP staff member monthly• Provide quarterly updates on Committee/Subcommittee activities to the Executive Board• Devote six to eight hours per month to the Committee/Subcommittee• Attend the National Meeting• Update this Charter initially and annually with the CAP staff member (Committee Chair only)



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Committee Expectations:	Committee Members are expected to: <ul style="list-style-type: none">• Accomplish their Tactics• Attend 75% of Committee calls• Devote an additional hour a month to the Committee• Attend the National Meeting
Cooperative Agreement Partner (CAP) Expectations:	The CAP is expected to: <ul style="list-style-type: none">• Implement the activities of the Committee• Meet with the Committee/Subcommittee Chair monthly• Provide guidance and perspective to the Committee/Subcommittee on the Tactic(s)• Develop the budget for the Committee/Subcommittee• Organize and support the monthly conference calls (including scheduling, teleconference numbers & recording of minutes)• Attend all Committee/Subcommittee conference calls• Organize the Committee/Subcommittee meeting at the National Meeting• Provide updates to the Committee/Subcommittee on related activities of the FLC• Contribute to a unified dashboard to inform the Executive Board on Tactic(s) status• Update this Charter initially and annually with the Committee Chair
New Member Recruitment:	New Members will be added following Committee formation and after new Committee elections. Transition will occur on October 1 following Committee Chair election.
Educate Committee Budget:	Budget: \$ 984,800.00 Appendix A
Timeline:	Appendix B
Lead Staff Liaison:	Nerissa Legge, Professional Development Director
Other Staff Members:	Theresa Hurt, Professional Development Coordinator

Appendix A

Template Committee Budget (11/1/19 – 10/31/20)

Educate Expenses	
National Meeting (Virtual)	\$ 107,928.00
Regional Meetings (All Virtual)	\$ 164,611.00
Staff	\$ 220,326.00
Materials (Equipment, Travel, Etc.)	\$ 306,935.00
Educational Material	\$ 185,000.00
Total	\$ 984,800.00



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Appendix B

Template Timeline

<u>Date</u>	<u>General</u>	Tactic 1: Develop a framework/ pipeline of training to intentionally advance the T2 professional from novice to expert.	Tactic 2: Collect and develop a clearinghouse of available (and worthy) T2 training.	Tactic 3: Develop an executive education package targeting lab and agency senior leadership.	Tactic 4: Deliver high quality programming at the National and Regional Meetings as evidenced by a 80% "Meet or Exceed Expectations" on the post-meeting surveys	
January	<p>New Committee Members Identified</p> <p>Select new Subcommittee Chair (as needed)</p> <p>Overview of responsibilities and Charter provided to all Members</p> <p>Email sent to rolling off Members</p>	-	-	-	-	-
February	Conference Call	-	-	-	-	-



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	Revise Committee Charter					
March	Conference Call	-	-	-	-	-
	Develop Committee agenda for National Meeting					
April	Conference Call	-	-	-	-	-
	Provide Committee Update to Executive Board (includes successes to date and plans for 2020-2021)					
May	Conference Call [Specific deliverable timeline]	-	-	-	-	-
June	Conference Call [Specific deliverable timeline]	-	-	-	-	-
July	Conference Call [Specific deliverable timeline]	-	-	-	-	-
August	Conference Call [Specific deliverable timeline]	-	-	-	-	-



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October	Conference Call [Specific deliverable timeline]	-	-	-	-	-
November	Wrap up Conference Call Recap of past year Exit Interview of retiring Committee Members	-	-	-	-	-