



# **Statewide Advisory Committee Terms of Reference**

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# TABLE OF CONTENTS

1.	Mission -----	1
2.	Purpose -----	1
3.	Duties of The NJ FE Hub Advisory Committee -----	1
4.	General-NJ FE Hub Advisory Committee Membership	
	4.1 Members-----	1
	4.2 Membership Process-----	2
	4.3 Terms of Membership-----	2
2	4.4 Requirements for Membership-----	
	4.5 Resignation/Termination-----	2
	4.6 Compensation-----	3
	4.7 Benefits-----	3
5.	Meetings	
	4.1 Frequency-----	3
	4.2 Agenda, Minutes, and Supporting Materials-----	3
6.	Duties of New Jersey Statewide Family Engagement Hub Staff-----	3
7.	Terms of Reference Amendment Procedures-----	3

## 1. MISSION

The New Jersey Family Engagement Hub Advisory Committee (AC) informs products, services, training, and technical assistance provided by the New Jersey Family Engagement Hub. The committee provides important perspectives that address the critical needs of all New Jersey families and schools. Committee members reflect the diversity of families, communities, and schools in New Jersey.

## 2. PURPOSE

The purpose of the New Jersey Family Engagement Hub Advisory Committee is to provide consultation and advice related to current and future projects that the New Jersey Family Engagement Hub (NJ FE Hub) is working on to support the needs of All families in New Jersey. The Advisory Committee is a group of family and organizational representatives who are responsible for partnering with NJ FE Hub to share resources and educational opportunities brought forth by the Hub to other families in their communities and field of study.

## 3. DUTIES OF THE NEW JERSEY FAMILY ENGAGEMENT HUB ADVISORY COMMITTEE

The duties of the New Jersey Family Engagement Hub Advisory Committee are:

- Actively participate in meeting discussions and” focus project work” developed by the Hub.
- Advise NJ FE Hub of concerns from families of communities they represent.
- Support open discussion and encourage fellow Advisory Committee members to voice their insights.
- Develop new connections with other Committee members.
- Create awareness of resources and opportunities provided by the Hub.
- Provide input for resources targeted to schools, families, and organizations.
- Understand the mission of the Committee and support diversity and inclusion of all family perspectives.
- Participate in evaluations given by NJ FE Hub.

## 4. GENERAL- COMMITTEE MEMBERSHIP

### 4.1 Members

NJ FE Hub is funded by a grant from the U.S. Department of Education. NJ FE Hub will maintain a manageable size of a total of 30 members for the Committee. The Committee will include, but is not limited to, individuals from the following groups:

- **Family Representatives of children birth-K12 (majority of members):** Parents, guardians, grandparents, foster care givers, adoptive caregivers, and other types of families. Hub is committed to incorporate families of color and families of other marginalized and minoritized groups such as migrants and immigrants into the conversation.
- **New Jersey Department of Education.**
- **Representatives with expertise in improving services for disadvantaged children.**
- **Local elementary and secondary school representatives, including students.**
- **Business community representatives.**
- **SEA and LEA representatives.**
- **Business representatives:** Business interested in service to families.

## 4.2 Membership Process

- 1) Family and student Representative Membership recruitment will begin in the fall of each year based on the number of spaces available. Information about membership applications will be available from NJ FE Hub and distributed through different sources such as regional and county agencies and the NJ FE Hub website ([www.njfehub.org](http://www.njfehub.org)). Only applications submitted by the deadline will be considered for membership. Committee member applications are reviewed by the Co-Directors of the NJ FE Hub and a small committee made up of NJ FE Hub staff members. Members will then be selected based on fulfilling the diverse requirements as promised in the Grant funded by the U.S. Department of Education. All new members will be officially notified of their selection, in writing and via electronic email by the Co-Director of Infrastructure and Coordination for the New Jersey State Family Engagement Hub before the new membership term begins.
- 2) Organizational Representative Membership recruitment is done by invitation from the Co-Director of Infrastructure and Coordinator for the NJ FE Hub.

## 4.3 Terms of Membership

Family and Caregiver Representatives:

- 1) All members agree to participate in the Committee for a term of one fiscal year, from October 1 – September 30.
- 2) Members in good standing may renew for another year if the Committee is active.

Organization Representatives:

- 1) Members agree to participate in the Committee for as long as they are the appointed individual for their organization. An alternative designee can be named to take their place at any time if they are no longer able to serve.

## 4.4 Requirements for Membership

All Committee members are expected to:

- 1) Attend up to four (4) meetings in-person and/or virtually.
- 2) Attend an annual retreat (date and time to be determined).
- 3) Respond to meeting invites in a timely fashion.
- 4) Notify NJ FE Hub Co-Director or Community Engagement Specialist as early as possible if you are unable to attend a meeting.
- 5) Members will inform NJ FE Hub if they can no longer serve on the Committee per the requirements of these terms.
- 6) Only Organization members may appoint someone else to represent their organization in case of an absence.

## 4.5 Resignation/Termination

Committee members may be replaced when the following occurs:

- 1) The member resigns; or
- 2) The member does not attend at least two (2) meetings in one (1) calendar year.

After two (2) absences in one (1) calendar year, an NJ FE Hub representative will contact the Committee member to verify interest and ability to continue to serve on the Committee. When a member resigns or is removed, the Co-Director of Infrastructure and Coordination for the NJ FE Hub will notify the selection committee of the vacancy. The Director and selection committee may review eligible applicants on file or recommend that the position remain vacant until the next cycle of appointments.

Organization Member:

In the case of an organization member's resignation, NJ FE Hub will request that the organization appoint another representative, or seek a new partnering organization.

#### **4.6 Compensation (As long as funds are available):**

Family Representatives will be compensated with a stipend of \$75 from NJ Family Engagement Hub for each meeting in full attendance.

Stipends will not be given to those that are tardy more than fifteen minutes.

#### **4.7 Benefits**

As a member benefit, all members in "good standing" will have access to a National Association for Family School and Communication Engagement (NAFSCE) membership for length of their term so long as funding is available.

### **5. MEETINGS**

#### **5.1 Frequency**

NJ FE Hub Advisory meetings will be held on a quarterly basis. All meetings will be held virtually. Dates are established by the NJ FE Hub team a year in advance. All members will receive communications and meeting invites from the NJ FE Hub project coordinator.

#### **5.2 Agenda, Supporting Materials, and Recordings**

NJ FE Hub project coordinator will send an email to All members at least one (1) week prior to an Advisory Committee meeting with an agenda and any preparation documentation. Any Committee member who plans to attend a meeting may request an interpreter or any other accommodation. Meetings will be recorded and accessed on the private NJ FE Hub Advisory Committee page on our website [www.njfehub.org](http://www.njfehub.org).

### **6. DUTIES OF NJ FE HUB STAFF**

The responsibilities of the NJ FE Hub leaders are as follows:

- Set the agenda for each meeting and address questions as needed.
- Keep the meeting moving by putting time limits on each agenda item.
- Encourage broad participation from members in discussion.
- End each meeting with a summary, responsibilities between meetings, and future meeting topics.
- Identify and share resources that members can use in their communities.
- Ensure that the Committee membership is diverse and represents New Jersey's families, schools, and organizations. This includes families of color and families of other marginalized and minoritized groups such as migrants and immigrants into the conversation.

The NJ FE Hub community engagement specialist supports the Committee as follows:

- Ensures that agendas and supporting materials are delivered to members in advance of meetings.
- Sends out communications to Committee members involving meetings or announcements.
- Processes fiscal related items of reimbursement for family participants.
- Follows up with absent members to determine if they will continue membership.

## 7. **TERMS OF REFERENCE AMENDMENT PROCEDURES**

Committee members shall review these terms of reference and operating procedures as needed but not less than every two years and make recommendations for changes to the Director of the NJ FE Hub.