CASC Education and Programs Community of Practice (CoP)

Steering Committee
TERMS OF REFERENCE

Lasted edited October 14, 2021

BACKGROUND

What is a community of practice?
- A community of practice (CoP) is a group of people who share a common concern, a set of problems, or an interest in a topic and who come together to fulfill both individual and group goals.
- Communities of practice often focus on sharing best practices and creating new knowledge to advance a domain of professional practice. Interaction on an ongoing basis is an important part of this.
- Many communities of practice rely on face-to-face meetings as well as web-based collaborative environments to communicate, connect and conduct community activities.

Who participates in the CASC Education & Programs CoP
Science engagement and education professionals from CASC member organizations, who inform and create quality STE(A)M public, education and outreach programs.

Purpose of CASC Education & Programs CoP
The CoP facilitates sharing, collaboration, and learning among participants and addressing best practices, guidelines, and strategies to inform and create quality public, educational and outreach program delivery.

TERMS OF REFERENCE FOR CASC EDUCATION & PROGRAMS CoP STEERING COMMITTEE:

Goal

The CoP Steering Committee will assist in guiding the CASC office staff to ensure that the association provides high value to the CoP participants. This may include, but is not limited to:

- ❖ Collaboration: Address challenges and opportunities with public education and outreach programming, particularly in times of crisis.

- ❖ Knowledge Sharing & Stewarding: Organize, manage, and steward a body of knowledge from which community members can draw.

- ❖ Innovation: Explore and create breakthrough ideas, new knowledge, and best practices.

- ❖ Networking: Provide a variety of opportunities for community members to create partnerships and grow relationships.

Composition of CoP Steering Committee

The Education and Programs Community of Practice (CoP) Steering Committee will consist of a minimum of three (3) individuals and a maximum of eight (8). CoP Steering Committee members must be CASC Members in good standings. In addition, one Director from the CASC Board of Directors will participate regularly to ensure alignment with greater CASC objectives. All operations of the CoP are overseen by the CASC office.

The CoP Steering Committee will be comprised of a diverse representation of individuals from across Canada and CASC Membership.

CASC Board Representative:

Katie McMahon Manager of Education Conservation, Ripley's Aquarium of Canada
mcmahon@ripleys.com

CASC Office Staff:

Tina Leduc Manager, Member Services & Communications, CASC
leduc@casc-accs.com

Prerequisites

CoP Steering Committee members must:

✓ Be employed or volunteer with a CASC Science Centre/Museum, Affiliate or may be an Individual Member of CASC .

✓ Be collaborative and prepared to work for the benefit of Canada's Science Centres/Museums and informal science engagement sector.

✓ Desire to contribute to CASC's objectives in a meaningful way, including prioritizing time for meetings and review of materials.

✓ Have a good understanding of the challenges facing our sector.

✓ Be willing to work collaboratively with others in a fully transparent and accountable process.

Term of appointment

Members of the CoP Steering Committee are encouraged to commit for one (1) year.

Operations and Workload

The CASC Manager, Member Services & Communications will lead all operations of the CoP. This includes:

- Coordinating and scheduling meetings and group discussions.
  - Google Calendar
  - Doodle Poll
- Preparation and delivery of CoP related communications such as policies, announcements, partnerships, surveys, events and professional development opportunities.
- Develop all marketing materials for CoP lead initiatives.
- Organize logistics leading up to and post-event.
- Ensuring actionable items from meetings and group discussions are completed and meet set deadlines.
- Overseeing the ASTC community forum.
  - Troubleshooting
  - Posting the group discussion minutes
- Report all opportunities/challenges back to the CASC Board Representative and CASC Steering Director in advance of CASC Board meetings.

CoP Steering Committee Member Responsibilities

CoP Steering Committee Members are expected to provide a minimum of 2 hours (maximum of 5 hours) a month of support. This is outside of attending meetings, discussions or events.

➢ **Meetings:** Bi-monthly video conference calls dedicated to brainstorming and tasks that contribute to the mission and vision of the CoP.
  ○ Assisting with the development of the agenda.
  ○ Complete tasks and meet deadlines established within the summary of actions.
    ■ Provide feedback to the CASC office on CoP related communications such as policies, announcements, partnerships, surveys, events and professional development opportunities. Timelines will be established in advance.

➢ **Specific Roles:**
  ■ **Chair:** Two(2) individuals to lead the discussion as outlined in the agenda. This role is shared on a rotating schedule.
    Recorder: Two(2) individuals to record key discussion/sharing points. This role is shared on a rotating schedule. CASC will provide recorded transcripts for reference.

➢ **Group Discussions:** Monthly video conferencing with CASC members.
  ○ Assisting with the development of the agenda.
  ○ Attend group discussions with the intent to engage conversation and share best practices.

➢ **Specific Roles:**
  ■ **Chair:** Two(2) individuals to lead the discussion as outlined in the agenda. This role is shared on a rotating schedule.

    ● Inform discussions
    ● Delegate tasks
    ● Ensure discussions result in decisions and actions.

  ■ **Interpreter:** Bilingual individual on standby to assist with french dialogue.

- **Recorder:** Two (2) individuals to record key discussion/sharing points. This role is shared on a rotating schedule. CASC will provide recorded transcripts for reference.

➢ **ASTC Community of Practice Forum:** A private space for the CASC Education and Programming CoP participants to engage with others, pose questions and share resources.
  ○ Contribute new content to the ASTC community forum at least once a month.
  ○ Engage with posts from forum members.

    - Share events
    - Share resources
    - Respond to questions
    - Comment or ask questions

➢ **Professional Development and Best Practices:** Pre-scheduled webinars or presentations organized by CASC.
  ○ Suggest speakers (external or within CASC network) or volunteer self
  ○ Moderate or facilitate - when necessary.
  ○ Sort logistics leading up to and post-event. Note: The CASC office will lead in this role.
  ○ Submit at least one (1) CASC Conference session proposal. Note: It is not mandatory to attend the conference.

CoP Steering Committee Meeting Schedule

Regular 1 hour meetings will be scheduled bi-monthly. If necessary, additional "Discussion Meetings" will be pre scheduled with dates and times decided by the majority of CoP members.

Orientation

Upon appointment, members of the Committee will receive orientation from the CASC Manager, Member Services & Communications.

Reporting

The CASC Manager, Member Services & Communications will oversee implementation of recommendations of the CoP Committee. Note: The assigned Board Director will report all recommendations to the CASC Steering Director and other Board members, when necessary.

Communications

The CASC office will lead all communications directly related to the CoP Committee and to the CoP network. Email, ZOOM and Google Cloud will be used to communicate among CoP members.

CODE OF CONDUCT

The Canadian Association of Science Centre's (CASC) mission is to empower a national network of organizations who champion Science and Innovation by making science approachable, relevant, and accessible. We believe diverse participation and representation are essential and that our networks thrive when we create an inclusive culture where people feel respected and valued for who they are as an individual.

- Be considerate, respectful, and collaborative.
- All CoP members, meeting/discussion/event attendees, CASC staff are treated with respect and consideration, valuing a diversity of views and opinions.
- Be mindful of your surroundings and of your fellow attendees.
- Communicate openly with respect for others, critiquing ideas rather than individuals.
- Avoid personal attacks directed toward other CoP members, meeting/discussion/event attendees, CASC staff, industry partners and CASC stakeholders.
- Alert CASC staff or Board of Director Representative if you witness a dangerous situation or someone in distress.

When engaging on the ASTC Community Forum, CoP members must also adhere to this [Code of Conduct.](#)

The CoP Steering Committee, premised on collaboration, good faith, respect and consensus, will work with the CASC staff and Board of Directors. While consensus does not require unanimous endorsement, every effort will be made to achieve collective agreement.