

# Hobby-Eberly Telescope Users Committee Charter

The mission of the Hobby Eberly Telescope Users Committee (HETUC) is to be the principle communications channel between the scientific users of the HET and the HET Board of Directors. The HETUC is to consider all aspects of the HET that affect the scientific output and productivity of the facility.

The HETUC will:

- Consult widely with the community of users of the HET to gain a broad perspective on the HET user experience.
- Provide feedback and recommendations on the day-to-day operations of the HET.
- Provide feedback and recommendations on tools and software for HET data storage and analysis.
- Make recommendations to maximize the scientific productivity of the HET and its instrument complement.
- Work with scientists who are developing new instrumentation for the HET to ensure that it will meet the needs of the user community.
- Regularly assess the current suite of instruments and evaluate whether new capabilities are needed to maintain the HET as a world-leading facility.
- Address any other issues impacting the scientific use of the HET that might arise.

**Membership:** The HETUC shall comprise three members from The University of Texas, two members from Penn State University, and one member each from Georg-August-Universität Göttingen and from Universitäts-Sternwarte München. The HET Board appoints the Chair of the HETUC; the term of the Chair is two years. The members of the HETUC shall be appointed by the HET Board in consultation with the HETUC Chair; the terms of the members are also two years. The Chair and any individual members can be reappointed. In addition, the HET Board may, in consultation with the Chair, appoint ex-officio members to the HETUC as specific needs arise (e.g., to provide technical information to the committee on the HET instrument complement, HET daily operations). These individuals may be drawn from outside of the four HET partner institutions. The ex-officio members do not have a vote on any Committee actions or recommendations. When necessary, the HETUC may hold Executive Sessions without the ex-officio members present.

**Meetings:** The HETUC shall hold a meeting at least once every three months, either in person or a telecommunications meeting. Committee members are encouraged to submit agenda items in advance of the meeting for consideration by the Committee. The Committee shall keep minutes of its meetings, and these minutes shall be made available to all HET users. The distribution of any minutes of Executive Sessions may be restricted to HET Board.

**Reports:** The HETUC shall prepare a report for each HET Board meeting. This report may be as brief or as extensive as the Committee deems necessary. If the Committee believes that there are any items that require immediate attention between regular Board meetings, they may at any time prepare an ad-hoc report to be delivered to the HET Board Chair.