

Nodes Memorandum of Understanding

Urban Research Based Action Network (URBAN) node gives you the opportunity to bring community-engaged researchers and community leaders together locally and be part of a national network where scholars, students, community members, activists, and artists can learn, share resources, discuss pressing issues of the processes and implications of engaged research, and work together on the basis of common values.

URBAN Nodes play a vital role in the organization, and all official nodes are represented in the organization's steering body, the National Planning Team. Additionally, members of the decision-making body of URBAN, the URBAN Co-Chairs Collective, is selected from the official nodes leadership.

Official membership also provides local and discipline nodes the opportunity to be involved and host the bi-annual URBAN Conference, as well as be a part of national projects and initiatives.

Lastly, being an official node provides local and discipline specific group access to a network of public scholars who are at the forefront of critical community-based scholarship and critical civic engagement.

In order to be an official node of URBAN, nodes must agree to the following commitments:

- National Planning Team Meeting:
 - At least one of the designated node leadership team needs to attend two (2) of four (4) National Planning Team Meetings during the academic year.
- Monthly Check-In:
 - Nodes will submit a 2-3 sentence update of node activities every month by the 5th of every month to be included in the URBAN newsletter. Updates must be submitted to info@urbanresearchnetwork.org
- Website content creation:
 - Every node will be responsible for producing content for one (1) month of the year to be determined by the URBAN National Planning Team
 - Content will include one (1) blog post detailing a project or event hosted by the node or members of the node and one alternative media piece (may be photo gallery, podcast, video content, webinar, book club, workshop, etc.)
- Annual Reporting:
 - Every year, by October 1st, the nodes must submit the following documents
 - Summary of activities of the previous academic year
 - Brief overview of what it will seek to accomplish during the following academic year.
 - Please identify a person who will fill each of these roles

- Node leadership team. One person from this team will be expected to join bi-monthly URBAN National Planning Team conference calls
- URBAN website liaison. This person will be responsible for sending information about the work of the node to the URBAN website coordinator. This might include event listings, meeting summaries, resources, etc.