Samvera Governance Working Group Recommendations

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Webinar
March 1, 2018

Agenda

Samvera Governance Working Group overview and timeline activity

Feedback process and timeline

Desired attributes

Glossary of terms

Recommendations

Implementation

Samvera Governance Working Group

Carolyn Caizzi - Northwestern, *Co-Facilitator*

Rosalyn Metz - Emory, *Co-Facilitator*

Mark Bussey - Data Curation Experts, *Steering Liaison*

Ryan Steans - Avalon, *Secretariat*

Maria Whitaker - Indiana Univ.

Michele Mennielli - DuraSpace

Nabeela Jaffer - University of Michigan

Anna Headley - Princeton

Simeon Warner - Cornell

Evviva Weinraub - Northwestern Univ.

Timeline of Activity

9 Jan 2018 -- First Samvera Governance Working Group Meeting

19 Jan 2018 -- Complete a discussion summary document that provides context of the work done to date

29 Jan 2018 -- Circulate the summary document to the community

23 Feb 2018 -- Draft an initial governance proposal

26 Feb 2018 - 07 Mar 2018 -- Solicit community input on the governance proposal

Timeline of Activity

01 Mar 2018 -- Hold a webinar that we will record to introduce the model some time

16 Mar 2018 -- Complete a revised proposal incorporating stakeholder feedback

19 Mar 2018 -- Send a revised proposal to the community

19 Mar 2018 - 02 Apr 2018 -- Circulate a final proposal to the community

02 Apr 2018 - 09 Apr 2018 -- Partners to hold a vote

Adopt a governance model.

Feedback Process and Timeline

Document:
https://docs.google.com/document/d/1WD7eFoiNs3VZ1KRooRAFan0SChgZUxilJArdRc6xevA/edit?usp=sharing

Form: https://goo.gl/forms/EhRpaZoniK4zAjna2

Due by: 07 Mar 2018

Revised model based on feedback: 19 Mar 2018

Discussion of model at Partner Meeting: 29 & 30 Mar 2018

Partner vote online: 02 Apr 2018 - 09 Apr 2018

Desired Attributes

Community-defined roadmap or plan

Stable communication/coordination role

Formal contributions

Plan to address anxiety

Clearly articulated relationships

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Glossary of Terms

Adopters.

Community.

Community Owned Components.

Components.

Components Council.

Existing Steering.

Partners.

Samvera.

Steering.

Recommendations

Partner Contributions

Working Group to be formed to address:

- Equity among Partners
- Partners in good standing
- Incentives for contributions
- How to value in-kind contributions

Hire Technical Coordinator

Facilitates technical work including:

- Gathering resources for community sprints
- Aligning technical roadmaps
- Maintaining a combined roadmap

Hire Community Manager

Coordinate community work such as:

- Planning Connect
- Writing annual reports
- Ensuring good communication between groups

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Elect Partner representatives to Steering

9 elected representatives from current Partners

Community Manager & Technical Coordinator ex-officio & non-voting

1 Partner, 1 vote

3 year terms

Chair and Chair-elect

Meets monthly online & possibly once a year in person

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Associate Product Owner to Community Components

Each community owned component must have an assigned PO

Estimates of time needed to serve as PO should be made

Technical Coordinator will facilitate the process of finding and assigning POs

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Establish a Components Council

Facilitated by Technical Coordinator

Includes all POs for community owned components

Meets monthly to discuss roadmaps, maintenance and dev sprints for all community owned components

Standing Working Groups

Steering should establish a method for creating, chartering and assessing Standing Working Groups

Delineate Roles and Responsibilities

Charters for each group should be established

Charters include scope of group; how often to meet; roles within the group

Charters should be ratified by Partners via a vote

Groups need to report to Partners at least annually: Working and Interest Groups; Components Council and Steering

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Implementation

1. Identify Community Owned Components

Continue the work of the
<u>Components Maintenance Working Group</u>

2. Associate Product Owners to Community Owned Components

Continue <u>identifying Product Owners</u> for Components owned by the Samvera Community

3. Identify Existing Steering Members to Serve on Steering

Existing Steering will choose 3 members to remain for purposes of continuity, rolling off in years 1, 2 and 3.

Existing Steering members rolled onto Steering are eligible for re-election for a second term.

Existing Steering members not elected to Steering may run for election, and are eligible for a second term.

4. Hold Elections for Remaining Steering Seats

Governance WG will manage initial elections (call for candidates, communications, open & close elections, notify Community re: results)

Governance WG members can run, but will not participate in coordinating elections

Subsequent elections will be responsibility of the Community Manager

First election - six candidates to Steering, choosing a 1, 2 or 3 year term.

5. Develop a Partner Contribution Model Based on the Principles of Contribution

A model of Four Principles:

1. Equity - ensure that all partners have a voice in the community despite resources
2. Good Standing - identify multiple ways to contribute (hours, monetary, etc...)
3. Incentives - to ensure consistent income for two positions
4. Valuing In-Kind Contributions - value of staff time vis-a-vis dollar amount and ensure that contribution is met

Recommending a second group will need to review this area specifically

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6. Update the Bylaws

Update the Bylaws and create a Steering Charter

New section for "Standing Working Groups"

Partners will ratify bylaws by a vote.

Regular review by Steering and Partners at Partners Meeting

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7. Establish a Components Council

Develop a charter for the Components Council

- Identify activities in scope of Council
- Frequency of meetings
- Roles & responsibilities
- Process for reviewing the charter

Ratified by Partners via a vote

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8. Hire a Technical Coordinator

Require a modification to the agreement with DuraSpace

Community will need to raise adequate funds for the position

DuraSpace and Steering with take on hiring duties

9. Hire a Community Manager

Require a modification to the agreement with DuraSpace

Community will need to raise adequate funds for the position

DuraSpace and Steering with take on hiring duties

10. Assess Governance Recommendations

Bylaws assessed annually at Partners Meeting

Waiting 18 months before first assessment for establishment of new Governance

Steering appoints Working Group to survey Partners

Determine if recommendations are satisfying Partner needs, recommend next steps if issues arise

Submit your questions