

# GOVERNANCE

## Phase I: Establishing Governance



### Activity: Governance Elements – Checklist and Planning Tool

#### Goals

1. Understand the elements of various governance models and the types of strategic and tactical decisions for which governance is responsible
2. Determine which elements your governance structure currently has and who has authority over key strategic or tactical decisions
3. Identify and prioritize the elements you want to add in the future and which decision-making processes might be adjusted as a result

#### Prerequisites

None

#### Who Should Participate?

Current Governance participants; Community representatives

#### Length

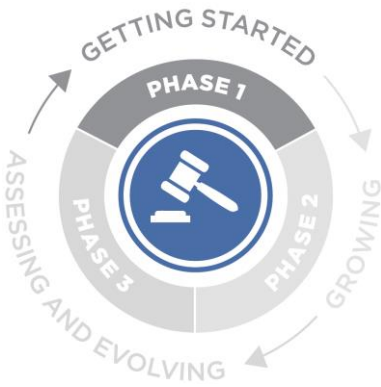
30-60 minutes

#### Pre-Work Instructions

Each participant should review and complete the checklists below in advance.

#### Activity Instructions

1. As a group, discuss individual checklist results
2. Review agreement and then focus on differences in areas. This may surface differences about direction that need to be discussed and prioritized together
3. As a group, come to consensus on which gaps, if any, the program has, and prioritize what to address



# GOVERNANCE

## Phase I: Establishing Governance



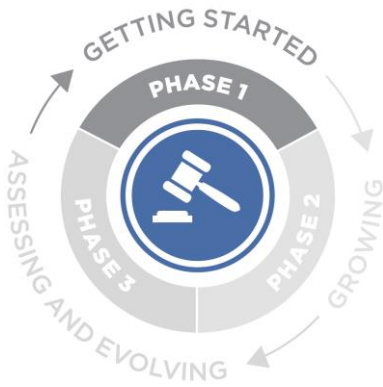
### Activity 2: Governance Elements - Checklist and Planning Tool

#### Governance Elements Checklist and Planning Tool

##### Organization and Structure

For each element below, note whether your program currently has the element, if it's in progress, if you don't have it now but would like to in the future, or if it's not applicable to your program.

	Have	In progress	Future	N/A
<b>Governance Group</b> Board members, leadership, etc. There is some level of decision making by identified people. This can be formal or informal.				
<b>Governance Leadership/Officers</b> Are there leaders within leadership? Examples include: Executive Committee, Chair/Vice Chair, Co-Chairs, Secretary, or Treasurer.				
<b>“Sub” Groups Reporting to Overall Governance</b> Are there smaller, more focused subgroups that report to a higher governance board? Examples include: Technical Direction, Nominations, or Community Engagement.				
<b>Ad Hoc Groups</b> Are there conference committees, or short term, topical groups?				
<b>Position Descriptions for Governance Members</b> Are there clear roles and responsibilities for governance members?				
<b>Clear Terms for Governance Members</b> Examples include 1, 2, or 3-year terms				
<b>Term Limits for Elected Governance Members</b> Do members depart after specific periods or can they continue indefinitely?				
<b>Transition Plans for Leadership</b> Is there a documented process for how leadership transitions occur?				



# GOVERNANCE

## Phase I: Establishing Governance



### Activity 2: Governance Elements - Checklist and Planning Tool

#### Transparency and Inclusiveness

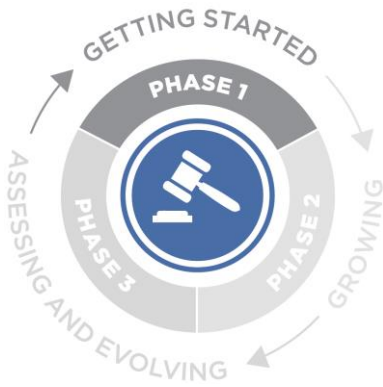
For each element below, note whether your program currently has the element, if it's in progress, if you don't have it now but would like to in the future, or if it's not applicable to your program.

	Have	In progress	Future	N/A
<b>Code of Conduct</b> Is there a clear, publicly available, code of conduct?				
<b>Transparency of Governance Process</b> Are elections, and other structures, clear and publicly available?				
<b>Transparency in Meetings</b> Are agendas, decisions, and/or meeting notes shared with the community?				
<b>DEIA Efforts / Policies</b> Are there DEIA strategies or efforts underway or planned?				
<b>Technology Roadmap</b> Are the technical direction and plans available?				

#### Financial

For each element below, note whether your program currently has the element, if it's in progress, if you don't have it now but would like to in the future, or if it's not applicable to your program.

	Have	In progress	Future	N/A
<b>Fiscal Stability</b> Is there a Fiscal Sponsor or Organizational Home relationship?				
<b>Reserve Fund</b> Are there enough funds to enable the program to wind down if necessary – potentially three months of operating costs?				



# GOVERNANCE

## Phase I: Establishing Governance

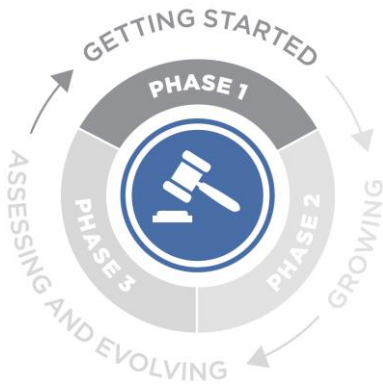


### Activity 2: Governance Elements - Checklist and Planning Tool

#### Strategic and Tactical Responsibilities

For each of the strategic and tactical responsibilities below, note if your program has a role or group responsible for the listed functions, if creating a role or convening a group is in progress, if no role or group exists now but you'd like to have one in the future, if you'd like to change which role or group is responsible, or if it's not applicable to your program.

	Have	In Progress	Future	Change	N/A
<b>Ownership</b> Is there a role or group responsible for: <ul style="list-style-type: none"> <li>• IP ownership</li> <li>• Branding and identity</li> </ul>					
<b>Leadership / Chartering</b> Is there a role or group responsible for: <ul style="list-style-type: none"> <li>• Strategic planning</li> <li>• Mission and vision</li> <li>• Program initiatives</li> </ul>					
<b>Community Management</b> Does a role or group have decision-making authority for: <ul style="list-style-type: none"> <li>• Community definitions</li> <li>• Membership policies</li> <li>• Path to leadership/governance</li> </ul>					
<b>Software Development</b> Does a role or group have decision-making authority for: <ul style="list-style-type: none"> <li>• Technical road mapping</li> <li>• Functional requirements</li> <li>• UX / Design</li> <li>• Quality assurance / Testing</li> <li>• Release management</li> </ul>					
<b>Resource Management</b> Is there a role or group responsible for: <ul style="list-style-type: none"> <li>• Budgeting and resource allocation</li> <li>• Fundraising</li> <li>• Grant writing and management</li> </ul>					



# GOVERNANCE

## Phase I: Establishing Governance



### Activity 2: Governance Elements - Checklist and Planning Tool

	Have	In Progress	Future	Change	N/A
<b>Use of Information and Tools</b> Is there a role or group responsible for: <ul style="list-style-type: none"> <li>• Infrastructure management (bug tracker, website, etc.)</li> <li>• Community communications</li> <li>• User docs management</li> <li>• Developer docs management</li> </ul>					