

GOVERNANCE

Phase I: Establishing Governance



Activity 5: Documenting and Implementing a Governance Structure

Goals

1. Finalize an initial governance structure
2. Document the structure

Prerequisites

[Activity 4: Choose Your Own Governance](#) or equivalent. Governance Activities 1-5 were designed to build on each other.

Who Should Participate?

Current Governance participants; Community representatives

Length

45-60 minutes per role or group

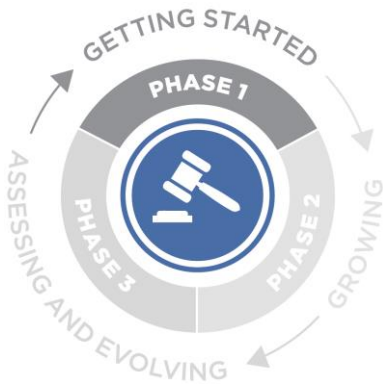
Pre-Work Instructions

Each participant should review the results of [Activity 4: Choose Your Own Governance](#) and examples of shared governance such as: [ArchivesSpace](#), [Data Curation Network](#), [DSpace](#), and [Samvera](#).

Even if roles and groups for your program did not change as a result of the Choose Your Own Governance Activity, this activity should still be completed, and the results shared to improve program transparency.

Activity Instructions

1. As a group, review the results of [Activity 4: Choose Your Own Governance](#). Identify the roles and/or groups that have specific areas of responsibility or decision-making authority.
2. For each role or group, document the following (template below):
 - a. What is the name of the role or group? Examples include Program Director, Program Staff, Advisory Group, Leadership Council, Organizational Home, etc.
 - b. What are the role or group's roles and responsibilities as determined during Activity: Choose Your Own Governance? You may also wish to revisit [Activity 2: Governance Planning Checklist Tool](#) to see if there are additional roles and responsibilities or decision-making areas that haven't been covered.
 - c. Who is eligible to be a member of the group? E.g., users of the software, paying members, program staff, etc.
 - d. Who leads the group? How is leadership elected or appointed?
 - e. What is the process for appointing, electing, or hiring for the role or members of the group? For group leadership?
 - f. How often will the group meet?
 - g. How will the group communicate meeting agendas, minutes, and/or work product with the community?
 - h. Who are the current officers and/or members of the group?



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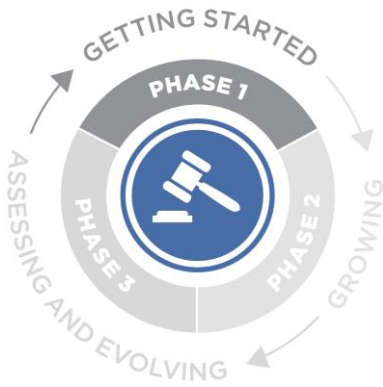


Activity 5: Implementing a Governance Structure

3. For groups with defined membership eligibility, elections, and decision-making authority, consider creating a charter. The charter has similar elements as the list above but provides more specificity about the group's mission and authority. [Activity: Creating a Committee Charter](#) can be used for guidance.
4. Outline a schedule to revisit the governance structure on a regular basis. Consider an annual review at first to incorporate feedback and make necessary modifications. Within that review, revisit [Activity 2: Governance Planning Checklist Tool](#).

Next Steps

Move to [Activity: Creating a Committee Charter](#) or [Activity 6: Articulate the Case for Change](#) for communicating the governance changes to the community.



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Activity 5: Implementing a Governance Structure

Governance Role or Group Description Template

Role or Group Name

- *Examples: Program Director; Program Staff; Advisory Group; Leadership Council; Organizational Home*

Role and Responsibilities

- *Examples: Approve annual budget; Create user documentation; Conduct QA testing*

Membership

- *Examples: No more than 10 members elected by all members of the community; One representative from each partner organization; Unaffiliated individuals invited by a committee member*

Leadership

- *Examples: The Leadership Council is led by an elected Chair who serves a two-year term; The Chair of the User Committee is elected by existing members of the Committee*

Meeting Frequency

- *Examples: Quarterly (two in-person and two conference calls); Annually; In conjunction with annual meeting*

Communication Strategy

- *Examples: Agendas and minutes for Leadership Council meetings will be shared on the program wiki*

Current Membership or Role-Holder