GOVERNANCE
Phase I: Establishing Governance

Activity: Documenting and Implementing a Governance Structure

**Goals**

1. Finalize an initial governance structure
2. Plan for communication of new structure

**Prerequisites**

Activity: Choose Your Own Governance or equivalent

**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: *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: *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: *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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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* is part of the ITAV Community Engagement toolkit, but is not specific to Engagement.

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: *Governance Planning Checklist Tool*.

Next Steps

Move to Activity: *Creating a Committee Charter or Activity: Articulate the Case for Change* for communicating the governance changes to the community.
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