

## Technical Advisory Council

The purpose of the ArchivesSpace Technical Advisory Council, which also reports to the ArchivesSpace Board, is to:

- Provide overall technical guidance and review contributions to the code base.
- Review functional enhancements and priorities identified by the Users Advisory Council.
- Work with LYRASIS to communicate development needs to the community development forum.
- Designate code committers based on nominations from the community and evidence of quality code.
- Develop guidelines for review and testing of all code contributions before the code is added to the software code base.

### Membership:

- 17 members maximum; no more than three from each membership category
- Appointed by ArchivesSpace Board from membership nominations
- LYRASIS ex officio --programmer--lead for code committers; organizes technical roadmap and committer meetings
- Chair of Users Advisory Council ex officio
- Two-year renewable terms; after two terms, a council member must be off the council for at least one year before being eligible to be appointed again by the Board

### Officers:

The Chair and Vice-Chair are elected by the Council, and both positions serve one-year terms. The initial Chair of the Council will be filled by ArchivesSpace Technical Architect.

### Meetings & Communication Strategies:

- Three times per year virtually
- One in-person meeting per year at the SAA annual meeting with the potential for an in-person meeting at Code4Lib; Travel will ordinarily be at each council member's expense

# ArchivesSpace

## Building Sustainability through Governance

### Guide the direction of ArchivesSpace, the next-generation open source archives management software.

Effective governance requires community participation and ensures timely and effective advances in the software.

The ArchivesSpace governance model is built on the objectives of maintaining a high level of community engagement and fostering an active and responsive development community. Representatives from all types and sizes of member archives are eligible to serve on the three governance committees:

- The ArchivesSpace Board of Trustees
- The Users Advisory Council
- The Technical Advisory Council

Members must be in good standing to serve on the Board of Trustees or either of the councils

### Governance helps shape this important online tool built for archives by archivists while building sustainability.

Members of the User Advisory Council and Technical Advisory Council will be appointed by the Board from nominations emanating from the membership. These councils are essential opportunities for community input. Each council will have several members from each level of membership to ensure that ongoing development represents the needs of all community segments. The initial year of governance will focus on setting the strategic direction for ArchivesSpace, including identifying ongoing user needs, prioritizing additional development for version 2.0, and setting bylaws for the ArchivesSpace governance groups and member community.

In the initial year (July 2013 – June 2014), representation on all groups will be restricted to Charter Members. General members will have an opportunity to serve on the governance bodies beginning July 2014.

The specific details for each governance group are provided below. The administrative and structural components of these groups as described here will remain in place for two years to allow for the formation of bylaws for ArchivesSpace membership and governance



ArchivesSpace

## The ArchivesSpace Board of Trustees

The purpose of the ArchivesSpace Board is to oversee the ongoing development and support of ArchivesSpace carried out by LYRASIS, the organizational home for ArchivesSpace, through the review and prioritization of the software development, technical infrastructure and user support roadmaps, and to meet the needs of a broad and diverse spectrum of archival institutions in a balanced and equitable manner. The Board will also be responsible for fiscal oversight, will advise on any fundraising activities and investment in any contracted development. The Technical Advisory Council and User Advisory Council will report to the Board and will recommend components of the major software development cycles and recommend prioritizations for Board approval.

### Board Membership

The ArchivesSpace organization will be governed by an 11-member Board of Trustees, composed of five elected members (one from each membership category), plus one member from each of the project partner institutions (NYU, UCSD, and UIUC) and one member from the LYRASIS management team. The ArchivesSpace Program Manager and one member of the LYRASIS Board will serve as ex officio members. Board members are expected to be individuals with fiduciary and management responsibilities in their organizations.

Board positions representing the ArchivesSpace membership categories will be elected by the membership in annual June elections.

For the first year, a special Nominating Committee will identify a slate of candidates from Charter Members representing the membership categories to be represented on the Board. The Nominating Committee will consist of three members selected by the ArchivesSpace partners as representative of the membership, as well as a representative from each project partner to ensure consistency of the project's vision. The Nominating Committee will be selected in July 2013 and begin their work prior to the beginning of membership.

### Terms

Terms for the Board members are for two years, initially with staggered terms, and extendable for an additional term (up to four years) via re-election. Terms begin July 1 of each year and end June 30 of the appropriate year. With the exception of Project Partner representatives, after two terms, a Board members must be off the Board of Trustees for at least one year before being eligible to run again for election.

### Officers

The Chair, Vice-chair and Treasurer shall be elected by the Board. The Officers will also be responsible for delegating nominations and other functional activities that need to be performed by the Board.

### Meetings

Board business will be conducted through an annual in-person meeting and quarterly conference calls. Travel will ordinarily be at each Board member's expense.

## Users Advisory Council

**The purpose of the Users Advisory Council, which reports to the ArchivesSpace Board, is to:**

- Receive, suggest, discuss and vote on ideas for software enhancements which are forwarded to Board.
- Maintain liaison with archives communities in SAA, ALA, AAM, AASLH, DLF and other relevant professional groups, particularly the SAA AT/Archon Roundtable.
- Advise LYRASIS on the design and delivery of services, such as help desk processes, technical support, documentation, training, migration, hosting, etc.

### Membership:

- No more than 17 members, no more than two from each membership category
- Appointed by ArchivesSpace Board from membership nominations
- ArchivesSpace Program Manager (development roadmaps, marketing, etc.) ex officio
- Chair of Technology Advisory Council ex officio
- Two-year renewable terms; after two terms, a council member must be off the council for at least one year before being eligible to be appointed again by the Board.

### Officers:

Chair, Vice-chair—1-year terms, elected by Council members

### Meetings & Communication Strategies:

- Three times per year virtually
- One in-person meeting per year at the SAA annual meeting; travel will ordinarily be at each council member's expense
- Organizes annual open user forums (with support from LYRASIS) at these professional venues: SAA, ALA, AAM, AASLH, DLF and others as needed (may consider initiating an ArchivesSpace Roundtable at these professional organizations)