VIVO ITAV – Governance Agenda and Recommendations
Session 3: December 20, 2019

Preparation

- In advance participants need to read:
    - VIVO ITAV: Governance Agenda and Recommendations
    - ITAV Guidebook Governance section: pages 11-19
    - VIVO ITAV Sustainability Status Summary – we will focus on Gov Facet
    - VIVO Orientation and ITAV Results
    - LYRASIS Selected Governance chart

Agenda

- Brief review of: (15 minutes)
    - ITAV Governance stages
    - VIVO ITAV Sustainability Status Summary (governance section)
    - VIVO Orientation and ITAV Results
    - VIVO Governance phase assessment: 2
        - Characteristics
        - Moving forward objectives
- Three priorities for session
    - Succession Planning   (20 minutes)
    - Roles and Responsibilities   (30 minutes)
    - Meeting structure and format   (30 minutes)
- Next Steps   (15 minutes)

Details and Recommendations for Activities and Discussions

Goal: general agreement at high level on several priorities and identifying next steps for each priority

1. **Succession Planning Recommendation: Create Officers**
   Based on Orientation & ITAV assessment feedback, LYRASIS Governance Chart, and observation, it would be beneficial to add some additional structure governance roles
    - Create governance officers with specific roles and responsibilities and terms
    - Roles could include: Chair, Vice Chair, Treasurer, and potentially Secretary
    - Terms: 1-year term; renewable once?
    - Vice-chair becomes chair
    - Next steps: we can work through some of this in the next Roles and Responsibilities exercise; It could then be further refined via subcommittee and brought back to governance for final decision.

2. **Roles and Responsibilities Exercise: Assign Responsibilities**
   Based on feedback and recent events, it would it would be beneficial for all roles to have clearly specified expectations. Create "job descriptions" for different roles.
   - Roles to have job descriptions would include: Chair, Vice Chair, Treasurer, Secretary (?), VIVO Board Member, and Interest Group/Task Force Chair
   - Trello Activity
     o As a group, discuss and assign various operational tasks (events, communication, membership, financial, governance, development) to different roles
     o Include subgroups if time:
       - Interest Groups: Development and Ontology
       - Task Forces: VIVO Scholar; Product Evolution; VIVO Conference; VIVO Camp; Theming and UI; Telling VIVO Stories; 2019 Membership; Internationalization Task force; research intelligence task force; etc.
     ▪ Next steps: we can provide draft job descriptions with info done in meeting for subgroup to finalize

3. **Meeting Structure and Format Recommendation**
   Based on feedback and recent events, it is an opportune time to revisit meeting structure and format.
   - Current Status: 12 leadership and 12 steering group 1-hour meetings each year (online)
     o Concerns:
       ▪ lots of prep/follow up for chair and staff for each leading and steering meeting
       ▪ sometimes having same meeting twice (in steering, then again in leadership)
       ▪ difficulties with addressing complicated issues within an hour
       ▪ updates could be sent in advance of meeting so time devoted to discussion and next steps
       ▪ limits time available for VIVO Interest Groups and Task forces
     o Short Term: Suspend Steering meetings
       ▪ Shift that time to pivotal subgroups devoted to outreach, engagement, membership, etc.
       ▪ Revisit after 90-120 days
   - Longer Term: Consider Leadership meeting frequency
     o 2-hour, every other month or quarterly online leadership meetings
       ▪ Quarterly meeting: sets direction for quarter for interest groups and sub teams – hear updates, discuss concerns and set goals and deliverables for each
       ▪ Agenda and packet sent out a week in advance with reports to read; everyone reads materials in advance, focus two-hour meeting on discussion vs reporting
       ▪ Provides more time for strategic discussion in meeting and time for specific topics outside of meeting

4. **Next Steps**
   VIVO has had issues with voting but some have been addressed (veto) and modified (motion to vote in the meeting itself). It may be best to see how these changes work out and then revisit voting in 90-120 days to make any further modifications.
   - **Voting**
     o online vs. live (if those voting who weren't in the meeting and may not be versed in details)
     o formality of motion, second in meeting for any voting
     o confirm if secret or open voting