

# DSpace Steering & Leadership Group Meetings

## Leadership Group

The [DSpace Leadership Group](#) approves the overall priorities and strategic direction of the program. The Group's responsibilities are:

- Approve the annual budget
- Approve the DSpace product roadmap and strategic plan
- Nominate and elect Steering Group members and DSpace Program Chair
- Vote on significant changes to strategic direction or product roadmap presented by the Steering Group
- Help to raise funds and secure other resources on behalf of the DSpace Program

## Composition of the Leadership Group

The Leadership Group is made up of the following 3 groups:

- **DSpace Program Member Organizations:** The largest component of the Leadership Group are representatives of DSpace member organizations that contribute annually to the project. These representatives are either selected or elected according to the ratios noted below.
- **Lyrasis:** One ex-officio representative of the DSpace Program's organizational home, Lyrasis.
- **Community representation:** Representatives from the DSpace Community-at-large who are particularly committed to the Project, including Service Providers.

## DSpace Program Member Organizations

The composition of the Leadership Group reflects the different levels of membership outlined [here](#).

- **Platinum:** Each Platinum member has an automatic seat on Leadership - 1 seat per member
- **Gold:** Gold members elect 1 representative for every 2 Gold-level member organizations.\*
- **Silver:** Silver members elect 1 representative for seats for every 4 Silver-level member organizations.
- **Bronze:** Bronze members elect 1 representative for every 8 Bronze-level member organizations.

*\*DSpace Leadership has opted to allow an automatic seat for each Gold member in 2021 and 2022 Governance Years.*

## Other Leadership Group Members

- Lyrasis: As the DSpace Program's organizational home, Lyrasis retains one ex-officio seat on the Leadership Group.
- Community-at-large representatives: 2 Leadership Group voting seats are held for members of the Community. Candidates for these seats are nominated by the DSpace community at large and elected by the Leadership Group.
- Registered Service Providers: DSpace Certified Partners of the Registered Service Provider Program each have one voting seat on Leadership.
- DSpace Community Advisory Team (DCAT) Chair: The DCAT Chair has an ex officio, non-voting seat on Leadership.
- *Ex officio* and/or emeritus members: The DSpace Leadership Group may choose to invite others to join Leadership in an *ex officio*, non-voting capacity.

As maintainers of a global community of users supporting more equitable access to research and other digital content, the DSpace Program aspires to maintain a Leadership Group that is diverse in its representation of geographic regions, institution types, race, disability status, gender identity and sexual orientation.

## Terms and elections

## Steering Group

The [DSpace Steering Group](#) is the primary decision-making body of the DSpace Program. It sets the strategic direction of the program, with advice and consent of the Leadership Group. It provides on-going program oversight and ensures that the priorities of the Leadership Group and members are met.

Steering Group members are elected and empowered by the Leadership. Their responsibilities include:

- Operational oversight, including time-sensitive decision-making
- Development of strategic priorities, for approval by Leadership
- Recommendations for budget allocations, for approval by Leadership
- Assistance with fundraising
- Commissioning of and liaising with working groups
- Agenda-setting for quarterly Leadership Meetings

## Composition of the Steering Group

- The Steering Group is composed of 10 members (9 elected voting members, plus a permanent ex-officio Lyrasis seat).
- Elected Steering Group members serve for three-year, renewable terms.
- Steering Group members are elected by the Leadership, but can be from outside of the Leadership Group. If a Steering Group member is not also on the Leadership Group, they may still attend Leadership meetings in a non-voting capacity.

## Meetings

- The Steering Group meets monthly.
- Steering Group meeting notes are shared with Leadership Group members but not made publicly available. (Meeting notes here: [DSpace Steering Home](#))
- The Steering Group communicates decisions within 2 days of a meeting to the Leadership Group to ensure transparent communication. Any Leader or Steerer can call an emergency meeting of the Leadership Group on these decisions.

- The Leaders are elected for a 1-year, renewable term and there are no term limits.
- The Leadership Group term begins November 1 and concludes October 31.
- Membership organizations with an automatic seat (e.g. Platinum members) select an individual of their organization to fill the seat.

## Meetings

- Meetings are held four times per year, with the first meeting of the governance year in November.
- Emergency meetings may be called by any Leadership or Steering member between established meeting times.
- Agendas and meeting notes from Leadership Group meetings are [shared publicly](#).

[DSpace Steering & Leadership Group Meetings](#)

## Previous Meetings Notes

- [Leadership Group](#)
- [Steering Group](#)