

Dataversity

Steering Team Terms of Reference

Authors	Dan Randow
Contact	Dan Randow dan@onlinegroups.net
Date	14 August 2010
Status	Draft
Organisation	Dataversity http://dataversity.org.nz
Licence	Creative Commons Attribution-Share Alike 3.0 New Zealand Licence

Purpose of this Document

This Terms of Reference establishes the Steering Team for Dataversity, and defines the role, structure and accountabilities of the Steering Team.

The intended audience of this Terms of Reference is the Steering Team, Members, Governing Body of Dataversity, as well as organisations that have relationships with Dataversity.

This Terms of Reference [will be] put into effect by the Interim Steering Team for Dataversity, in the second half of 2010¹.

Role of the Steering Team

The Dataversity Steering Team is accountable to the Governing Body to support the ongoing functioning and development of Dataversity, in line with its Charter.

The main tasks of the steering team are to:

- determine the strategy for Dataversity,
- ensure that conversations are maintained within Dataversity,
- ensure that adequate resources are obtained for Dataversity, and
- represent Dataversity in dealings with related organisations.

Membership of the steering team includes representation from the local government, DoC and CRI sectors.

The Coordinator is accountable to a Steering Team, who manage the activities, and resourcing of Dataversity. The Steering Team that is accountable to a Governing Body that provides a legal structure for Dataversity.

The purpose of the Steering Team is to support the ongoing functioning and development of Dataversity to meet the needs of New Zealand local government biodiversity data managers.

Structure of the Steering Team

The Steering Team has eight members, one of whom is Convenor. The Steering Team manages the Coordinator, is accountable to the Governing Body and maintains relationships with related organisations.

¹ <http://dataversity.org.nz/r/topic/3WKmHQgkDoWmRmZ07bEoV3>

Membership

Steering Team members participate voluntarily, but should have the support of their employers to participate.

The role of members is as follows.

- Participate in decision-making.
- Contribute to the support of Dataversity.

Composition of the Steering Team. Somewhat political. Should include representation from at least the following:

- Two regional councils
- The Department of Conservation
- One CRI
- One City Council
- One Unitary Authority
- One District Council
- [who else?]

New members who apply, or are invited to join the Steering Team, are appointed by consensus among the existing members.

Convenor

The Steering Team has a convenor, appointed by consensus by the members. In addition to their role as a member of the Steering Team, the convenor has the following responsibilities.

- Convene and chair meetings.
- Liaise between the Steering Team and the members of Dataversity, the Governing Body and related organisations.

Coordinator

The Steering Team engages, supports and manages the Coordinator.

Meetings

The Steering Team meets at least four times per year, either face to face or by audio-conference. Decisions are made by consensus. In between meetings, the Group conducts online conversations, and can make informal decisions online.