Technical Advisory Council

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

- Provide overall technical guidance and liaise with the Core Committers group as needed.
- In collaboration with the Users Advisory Council, receive, suggest, discuss, and vote on ideas for software enhancements and priorities.
- Identify integration points for ArchivesSpace with other systems (digital asset management systems, patron and request management systems, etc.).
- Provide guidance to users on existing migration pathways and identify new pathways as needed.
- Provide ongoing updates to the technical documentation.
- In collaboration with the Users Advisory Council, conduct user testing of the application prior to releases.

Membership:

- 17 members maximum, distributed among the membership levels; non-members are eligible to serve when appropriate
- Appointed by ArchivesSpace Board from membership nominations
- ArchivesSpace Tech Lead, ex officio
- 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.

Meetings & Communication Strategies:

- Six times per year virtually; additional meetings as needed
- In-person meetings at the CODE4Lib or SAA annual meeting, as circumstances permit

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ArchivesSpace
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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 advances in the software and support of the community surrounding it.

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 institutions are eligible to serve on the three governance groups:

- The ArchivesSpace Governance Board
- The Users Advisory Council
- The Technical Advisory Council

Members must be in good standing to serve on the Governance Board or either of the Councils.

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

Members of the Users Advisory Council and Technical Advisory Council are appointed by the Board from nominations emanating from the membership. These councils are essential opportunities for community input. Each council will have members from each level of membership to ensure that ongoing development represents the needs of all community segments.

Summaries of the administration and structure for each governance group are provided in this brochure. More information on governance is in the ArchivesSpace bylaws, available from the ArchivesSpace website or upon request.

The ArchivesSpace Governance Board

The ArchivesSpace Governance Board provides overall direction for ArchivesSpace and ensures adherence to the objectives and guiding principles of ArchivesSpace. The ArchivesSpace Governance Board is also responsible for recommending to the Founding Partners membership fees and allocations of funds toward the ongoing enhancement of the ArchivesSpace software and services.

Board Membership:

The ArchivesSpace organization is governed by a 9-member Governance Board, composed of five elected members, plus one member from each of the project partner institutions (NYU, UCSD, and UIUC) and one member from the LYRASIS senior management team. Board positions representing the ArchivesSpace membership categories will be elected by the membership in annual June elections.

The Nominating Committee is appointed annually by the ArchivesSpace Governance Board and consists of nine (9) members with the Past-Chair of the ArchivesSpace Governance Board serving as its Chair; the Chair of the Users and Technical Advisory Councils (see Sections 3 and 4 following); five (5) members-at-large representing the five ArchivesSpace membership levels; and, the ArchivesSpace Program Manager (ex officio). The five members-at-large will be selected and appointed annually at the start of the nomination/election process.

Terms:

Terms for the Board members are for three years, with staggered terms, and extendable for an additional term (up to six 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 member must be off the Board of Trustees for at least one year before being eligible to run again for election.

Officers:

Annually, the Governance Board will select one of its members to serve a three-year term: one year as Vice-Chair, one year as Chair, and one year as Past-Chair. The Chair will preside over meetings and oversee the governance activities conducted under these Bylaws. Other officers will be defined when necessary and also 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 quarterly meetings (two in-person and two conference calls). Travel will be at each Board member's expense, but may be subsidized in cases of financial hardship.

Users Advisory Council

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

- In collaboration with the Technical Advisory Council, receive, suggest, discuss, and vote on ideas for software enhancements and priorities.
- Maintain liaison with national and regional archives communities including SAA, ALA, AAM, AASLH, and other relevant professional groups.
- Advise the ArchivesSpace Governance Board and the ArchivesSpace Organizational Home on the design and delivery of services, such as community support services, technical support, documentation, training, migration, and hosting.
- Provide ongoing updates to the user documentation.
- In collaboration with the Technical Advisory Council, conduct user testing of the application prior to releases and conduct ongoing usability studies as needed.

Membership:

- No more than 17 members, distributed among all membership levels
- Appointed by ArchivesSpace Board from membership and council member nominations
- ArchivesSpace Program Manager, ex officio
- Chair of Technical 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.

Meetings & Communication Strategies:

- Six times per year virtually; additional meetings as needed
- One in-person meeting per year at the SAA annual meeting, as circumstances permit

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