NumFOCUS OSSci Committee Charter/Governance

The Open Source Science Initiative (OSSci) Committee is established under Article 5, Sections 1-2 of the NumFOCUS Bylaws.

Purpose

OSSci will serve as an avenue for connecting open science stakeholders using and developing open source software within the NF ecosystem. The facilitation of these networking opportunities will bring together individuals from NF projects, academia, government, and industry to openly collaborate on common goals.

OSSci will directly contribute to the mission of NumFOCUS through its ongoing participation in, and support of, open practices in research, data, and scientific computing. A deeper understanding of the use of NumFOCUS projects in research will increase project sustainability and funding opportunities.

Mission

OSSci will fulfill it's purpose through its mission to promote the idea of supporting, building, using, and connecting OSS tools in science. It will:

- serve as a catalyst for Open Source Science connections within the NF ecosystem
- support NF projects to add research expertise
- run working groups of scientists and OSSc developers around the areas of science where the projects reside — materials, climate, healthcare
- build a OSSci community
- run and manage OSSc Hub, a web portal for OSSci to allow open and easily accessible stakeholder communication
- run workshops and events supporting the working groups and projects
- work on funding joint programs with public/private partnerships and government programs

OSSci work will include building and managing relationships with various entities doing and funding scientific research:

- Universities
- Nonprofit foundations (FNIH, BII, etc.)
- Government labs (DOE, NIH)
- Enterprise/industry

A full-time OSSci Program Manager will oversee the work.

Committee Structure and Composition

1. Structure
   a. Steering Committee, a standing committee responsible for guiding the work of the OSSci
   b. Working groups focused on specific goals
   c. Interest groups for discussing a general topic or theme
   d. Advisory Panel will advise on future directions and projects
2. Members
   a. Membership will reflect the NumFOCUS Diversity Statement and our global community - welcoming and encouraging participation by people of all backgrounds and identities. OSSci will be committed to promoting and sustaining a culture that values mutual respect, tolerance, and learning, and will work together as a community to help each other live out these values.
   b. **Steering Committee** will initially consist of the Program Manager, the Chair, working group chairs, at least 2 NumFOCUS Sponsored project contributors, at least 1 NumFOCUS Affiliated project contributor, at least 1 NF staff or board member, the Academic Advisor (currently Kyle Cranmer), an IBM representative, and at least 2 members from the at-large open science community.
      i. Members will serve a 2-year term with an option for unlimited renewal
         1. Member Responsibilities:
            a. Guide the work of the OSSci to fulfill its purpose and mission
            b. Attend meetings as scheduled by the PM or Chair(s)
         2. Elections
            a. Call for Nominations (2-4 weeks): plan for a wide and strategic/targeted recruitment (identify groups to notify, promotion channels, etc.) that includes an application to collect contact details and other relevant information.
            b. Members will be selected by the committee's officers or current members using a rating system.
         3. Officers
            a. Chair or Co-Chairs
               i. Board appointed or elected by Steering Committee members for a one-year term with an option to serve an additional one-year term upon member approval.
               ii. May be submitted to the board for approval as part of a new committee proposal (one-year term)
               iii. Responsibilities:
                  1. Calls for scheduled meetings
                  2. Sets the agenda for meetings

3. Chairs the meetings according to simplified Robert's Rules of Order
   a. https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf
   b. https://www.spj.org/pdf/leaders/roberts-rules-onesheet.pdf
   b. Secretary
      i. Elected by committee members for a one-year term
      ii. Responsibilities:
         1. Records all meeting minutes
         2. Submits quarterly reports to the board of directors
4. Meetings
   a. Meetings will be held at least bi-monthly
   b. A majority of the committee members shall constitute a quorum.

c. **Working Groups** will consist of at least 2 members with terms set according to the needs of each group to meet its goals.
   i. Each Working Group will elect a Chair to oversee the work. The Chair will also be a member of the Steering Committee where they will report progress and update the direction of the WG as needed.
   ii. Meeting minutes or notes will be recorded in a shared format
d. **Interest Groups** will consist of at least 2 members
   i. Meeting minutes or notes will be recorded in a shared format
e. **Advisory Panel** will be comprised of eminent scientists and research software engineering leaders familiar with the dual task of developing software for research, in academic, industry, government, and startup contexts.
   i. Members will be by invitation of the Steering Committee

Steering Committee Reports

1. Reports will be submitted to the board quarterly on or before the 15th of March, June, September, and December
2. Reports should include the following metrics:
   - Overview of activities and challenges if any
   - Budget update including spending for that quarter - if applicable

* The committee will review its charter annually and recommend any proposed changes to the board for review. If needed, the committee may update the charter before the annual review and will only be required to submit changes involving the purpose or mission to the board prior to the annual review and recommendation.