BIODIVERSITY Information Standards TDWG

Executive Committee Roles and Responsibilities

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Text for the Executive Committee positions is from the TDWG constitution with additional tasks highlighted. The Secretariat positions were defined at the St Louis meeting in 2006 and refined during 2007.

The '*TDWG community*' is loosely defined as those who have an interest in sharing biological information via the Internet. This community would include (but would not be limited to) taxonomists, biologists, ecologists, zoologists, geoscientists, librarians and information technologists/computer scientists with an interest in facilitating the sharing of bio-information. Client organisations include GBIF and similar networks, herbaria and museums, university departments and projects either sharing or needing access to bio-information.

TDWG Executive Committee

TDWG is governed by an Executive Committee consisting of the officers elected by the membership as defined by Article 6. Up to two additional individuals can be appointed to the Executive Committee by the officers. The Executive Committee:

- *provides leadership to TDWG;*
- *promotes TDWG to the biodiversity informatics community;*
- *organizes the day to day affairs of TDWG;*
- *may appoint an individual or group of individuals to perform specific work or an ongoing function for TDWG;*
- *proposes the amount of dues (subject to ratification at the annual meeting);*
- *administers the assets;*
- *has power to apply for legal status for TDWG;*
- *has other powers as stated elsewhere in this Constitution and any by-laws;*
- *provides timely notification of progress towards goals and*
- *otherwise acts to fulfill the goals of TDWG.*
- Is responsible for leading and managing TDWG
- Is responsible for setting the annual goals and priorities of TDWG
- Meets at least twice a year. One meeting associated with the annual conference and at least one other by conference call or if possible, in conjunction with a TDWG-related conference.

- Evaluates Interest and Task Group charters on group establishment and annually thereafter and structures groups to best fit with TDWG's resources and priorities.
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6.2 Chair

Presides at meetings of TDWG and at meetings of Executive Committee; is entitled to sign jointly with one other officer on behalf of TDWG; enacts such functions as are assigned by the Executive Committee.

- Is ultimately responsible for leading TDWG through the Executive Committee
- Seeks feedback and advice from the Executive Committee and group Conveners on status, activities, goals and priorities at least twice each year
- Provides a written annual update to members on TDWG's status, activities, priorities and vision for the year ahead
- Unless delegated to other Executive Committee members, represents TDWG's interests at meetings, conferences, discussion lists.
- Delivers opening and closing presentations at the annual conference
- Notifies the Secretary prior to any significant period of unavailability
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6.3 Secretary

Operates the secretariat; keeps, distributes, and publishes minutes of meetings; sends notices of the annual meeting to the membership and notices of meetings of the Executive Committee to its members; distributes proposals and organizes votes.
Communication with the Executive Committee should be via the Secretary who must arrange a proxy from among Executive Committee members for any significant period of unavailability.

- Is responsible for coordinating the activities of the Executive Committee, Secretarial Assistant and for the daily business of TDWG
- Organizes and distributes meeting agendas, takes meeting minutes and provides meeting reports to members within 30 days of the meeting.
- Assembles an Organizing Committee for the annual conference
- Acts as a proxy for the Chair during any significant period of unavailability
- In association with the Treasurer, fulfills the requirements of a 501(c)(3) organisation [placeholder until we know what those responsibilities are].

6.4 Treasurer

Is entitled to sign jointly with one other officer on behalf of TDWG; maintains the membership list, reports finances annually to the membership; collects membership dues; arranges audits; administers the assets of TDWG in conformance with instructions from the Executive Committee

- Is responsible for the financial status of TDWG
- Maintains up-to-date information about membership and donations on the TDWG web site
- Provides notification of membership status and renewals
- Provides an updated budget to the Executive Committee for the following calendar year
- In association with the Secretary, fulfills the requirements of a 501(c)(3) organisation [placeholder until we know what those responsibilities are].

- Provides a recommendation to the Executive Committee and subsequently to the membership for any change in the level of membership fees

6.5 Regional Secretaries (up to six, based in regions of the world other than the Secretary)

Have the responsibility to represent the interests of TDWG members on the Executive Committee; and to represent TDWG in appropriate meetings and other activities.

- Are responsible for promoting TDWG in their region and for representing regional interests within TDWG
- Act as the regional point of contact for TDWG
- Provide a regional status report to the Secretary mid-year and to the Executive Committee at the annual conference.
- Post regional news items to the web site and inform regional members of issues of interest
- Represent regional interests in the running of the annual conference
- Actively promote TDWG membership within the region (with assistance from the Outreach volunteers of the Secretariat)
- Provide editorial assistance to TDWG publications as required
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GBIF Representative

The GBIF representative acts as the liaison between TDWG and GBIF.

- Reports to the Executive Committee and the membership annually on the priorities of GBIF
- Advices TDWG annually on perceived standards development needs within the GBIF community
- Promotes TDWG within the GBIF community

TDWG Executive Committee Secretariat

This idea for the Secretariat arose at the annual conference in 2006 in St Louis. The idea was to recruit a number of volunteers for a range of roles that would spread the load of the Executive Committee and ensure that momentum could be maintained through the year. Initial roles and responsibilities were established in St Louis and a number of volunteers were identified. The volunteers did provide useful input during 2007 and this success lead to a larger recruitment of volunteers at the 2007 conference in Bratislava for the various roles.

Secretarial Assistant

This position could be initiated as a part-time position funded by institutional membership fees. Depending on the effectiveness of the position, and the level of institutional membership, it would be hoped that this position could evolve to full-time. TDWG may wish to seek an institution that would be willing to host this position and provide infrastructure support (e.g. a desk, PC and Internet access).

Requirements

1. A good understanding of TDWG and its clients.
2. Effective communication skills, particularly written English
3. The ability to work independently

4. Well-developed skills with office software (e.g. Word, Excel, PowerPoint) or equivalent
5. Skills necessary to update content on TDWG's web sites

Roles and Responsibilities

1. Maintains effective communication within the Executive Committee and between the Executive Committee and members
2. Acts as the first point of contact for TDWG
3. Monitors the effectiveness of the TDWG website and liaises with the Web Editors to ensure that the site is up to date and effective
4. Assists the Web Editor with the preparation and publication of web content
5. Maintains an electronic archive of work
6. Distributes documents to the Executive Committee and to the Membership
7. Assists the Secretary in preparing minutes of meetings
8. Provides day to day management of the Secretariat
9. Assists the Annual Conference Manager with the distribution of information relating to the Annual Conference to the membership
10. Assists the Secretary with the distribution of notices of meetings of the Executive Committee to its members
11. Assists the Secretary with the distribution of proposals and assists in the organizing of votes and associated outcomes

Tasks for 2007-8

1. Profile the Executive Committee including time zones for Skype sessions
2. Assist the Executive Committee as directed
3. Announce appointments
4. Familiarization with the web site and coordinate additions to the web site with a focus on news, glossary and resources for outreach
5. Validate website registrations
6. Lead outreach
7. Post information to the web site about meetings and conferences that relate to TDWG interests

Editors (Web and Journal)

Volunteers from St Louis (2006): Anna Weitzman (lead), Lee Belbin, Gail Kampmeier, Arturo Ariño, Éamonn Ó Tuama, Rebecca Shapley, Mihail Carausu, Charles Copp, Dmitry Dmitriev, David Eades, Stein Alexander Olsen, Nelson Rios, Tim Sutton, Rupert Wilson, Margaret Woo.

Volunteers from Bratislava (2007): Anna Weitzman (lead), Lee Belbin, Gail Kampmeier, Arturo Ariño, Andrea Hahn.

Roles and Responsibilities

1. Editor of the Proceedings of TDWG, TDWG Charters and Standards track
2. In consultation with the Annual Conference Manager, arranges Session Chairs as Section Editors to manage submissions in their session (peer review through copyediting)
3. Ensures that documentation for Section Editors, authors, reviewers and readers is current and effective

4. Liaises with the Annual Conference Manager and Sysadmin on the preparation and publication of the Proceedings of TDWG
5. In conjunction with the Secretarial Assistant, TDWG Executive Committee and Conveners, helps to keep the web sites up to date
6. Responsible for the currency, consistency, relevance and quality of the TDWG Online Environment.
7. Works with the Annual Conference Manager to ensure the meeting website is current
8. Researches appropriate technology to improve the functionality, usability and performance of the TDWG Online Environment
9. Liaises with the SysAdmin on matters of maintaining the web sites

Tasks for 2007-8

1. Maintain expertise in managing and using OJS - the Online Journal System that supports the Proceedings of TDWG.
2. Lead the preparation and publication of the Annual Conference Abstracts volume with assistance from Annual Conference Manager and Sysadmin
3. Update the policy on author submissions to the Proceedings of TDWG (Instructions for Authors) including advice on how to format titles (cap first), authors (firstname lastname), affiliations (institution, location city), the maximum abstract length and the steps for submission and review.
4. Update 'Instructions for Editors' and ensure it is distributed to Session Chairs when they are announced.
5. Write 'Instructions for Session Chairs' and ensure it is distributed to Session Chairs when they are identified.
6. Be prepared to assist Section Editors and Authors with OJS and remind them of their responsibilities.
7. Ensure that the web sites are functional and submit errors in OJS to SysAdmin, track progress and resolution
8. Ensure that there is adequate quality documentation for TDWG processes
9. Identify web site material for archival or updating

Outreach 'Champions'

Volunteers from St Louis (2006): Wouter Addink, Jacob Asiedu, Lee Belbin (coordinator for 2007), Mihail Carausu, Charles Copp, Steven Ginzbarg, Patricia Mergen, Bob Morris, Zack Murrell, Rebecca Ng, Larry Speers, Boyce Tankersley, Diego Trujillo, Anna Weitzman, Margaret Woo.

Volunteers from Bratislava (2007): Lee Belbin (lead), Greg Whitbread, Greg Riccardi, Mark Mayfield, Zack Murrell, James Macklin, Bryan Heidorn, Neil Thomson, Reed Beaman, Rich Pyle, Paul Flemmons, Helmut Knüpffer, Flip Dibner, Elizabeth Arnaud, Malte Ebach, Alex Chapman, Richard Pyle, Donat Agosti

Roles and Responsibilities

1. Prepares a brief Annual Outreach Plan for the Executive
2. Ensures that the web site effectively promotes the activities of TDWG to potential members and clients (in conjunction with the Secretarial Assistant and Editors)
3. Prepares and publishes documents, flyers, brochures, advertisements, presentations and posters that promote TDWG to potential members and clients
4. Helps to identify more effective ways for TDWG to be promoted to potential members
5. Actively seeks the opinion of potential members and clients about the effectiveness of TDWG in addressing their needs

6. Where appropriate, attends meetings and conferences of related, client and member organizations
7. Develops initial contact with potential institutional members, clients and collaborative agencies on behalf of the Executive Committee
8. Actively seeks potential sources of funding for TDWG
9. Seeks to involve broader participation in discussion of ways of improving access to organism occurrence data

Tasks for 2007-8

1. Develop an outreach strategy with priority on raising Institutional Membership. How to we share the load of outreach?
2. Gather feedback on appropriate membership structure and fees for TDWG 2008
3. Help to develop and maintain a TDWG brochure, poster and PowerPoint presentations that could be used to aid outreach
4. Helps to ensure that the TDWG web site is effective for promoting TDWG to potential members and clients
5. Help identify a catchment of institutions or organisations that should be members of TDWG. The GBIF data providers and Neil Thomson's idea of a list of 'natural history organisations' are excellent starting points
6. Identify any barriers to overcome in attracting members
7. Create a "What's in it for me" to join TDWG for the web site
8. Help to recruit testimonies similar to the one written by Boyce Tankersley (http://www.tdwg.org/membership/testimonials/).
9. What advice should be given to the Annual Conference Managers to ensure that new members are well catered for?
10. Bryan Heidorn, Neil Thomson and I have started to identify how we could encourage student involvement in TDWG (StudentsAndTDWG). More ideas would be welcomed.

Web Editors

Requests to volunteers (January 5, 2007)

1. Who of you would take the role of the PRIMARY point of contact for the web site? I've asked Ricardo to setup some aliases and we need a person for 'web at dwg dot org'. It would your task to manage what needs to be done, not necessarily do it. Remember Ricardo and I are around until at least the end of 2007 to help. If we share the load, none of us will need to donate much time at all.
2. I'd appreciate it if all of you would help to identify any other tasks that should be addressed in 2007.
3. Who could chase up missing presentations from St Louis and get them loaded to http://tdwg2006.tdwg.org/programme/presentations/? Ricardo has very kindly spent quite a while renaming the files to fit 'author_abbreviatedTitle.ppt' so that they are easier to find. The schedule is on the conference web site with the names of presenters. I've asked Ricardo for a list of the email addresses of all attending St Louis. I'd like to have most of the presentations by the time I send out the notification of the final 'proceedings of TDWG' from St Louis.
4. Who would be willing to read and edit the content not associated with subgroups? The content is being added right now so it would be good to have at least one other person checking for quality and consistency.
5. News. Would someone be a point of contact for news? Maybe this role is both active and passive. A 'journalist' maybe. I think this person could email Conveners and the Secretary every few months and collect some news. There is always something

interesting going on that quite a few would been keen to know about. Maybe a conference, a new project etc. I'd also like to see if we can allow anyone registered on the TDWG site to flag if they want notification of the posting of news items (i.e. push).

6. I was keen to get a blog implemented for TDWG (see http://www.tdwg.org/blog/). There are always one or two issues going on in TDWG where it would be good to 'state a position'. I think the blog is ideal for this. BTW: This is a 'plug-in' for Typo3. So, who would consider looking into this? Another thing that I wanted to see is some 'aggregation' (not aggravation!) of blog content to make it more useful for TDWG people. For example, Rod Page has an excellent blog (http://ispecies.blogspot.com/) that I'd like to see reflected on the TDWG blog. Are their others that we should round up? I have no idea how this is done (and I know it can be done), but maybe you do. Ricardo probably does.

Annual Conference Managers

Volunteers from St Louis (2006): Arturo H. Ariño, Gail Kampmeier, Patricia Mergen and Diego Trujillo

Roles and responsibilities

1. Appoints and chairs the Annual Conference Organizing Committee
2. Ensures that 'Instructions for Annual Conference Managers' is current and accurate
3. Liaises with the Journal Editor on the production of the Proceedings of the Annual Conference
4. Maintains the relationship between the Executive Committee and the host organization
5. Liaises with the Web Editor to ensure that information relating to the annual meeting on the web site is current and accurate
6. Prepares and distributes notices, schedules and other documents relating to the Annual Conference
7. Maintains and archives records relating to the management of annual conferences
8. Develops guidelines for venue locations

Tasks for 2007

1. Identify location of meeting and local contact
2.

Systems Administrator

Volunteers from Bratislava (2007): Ricardo Pereira (lead), Bob Morris, Markus Doring, Andreas Kohlbecker, Tim Robertson, Qin Wei, Mihael Carausu, Andrea Hahn, Peter Desmet

Component	URL	Volunteers	Skills	2008?
TDWG website	http://www.tdwg.org	LeeBelbin AdrianRissone RicardoPereira	Typo3 CMS	
Annual Conference websites	http://www.tdwg.org/conference2007 http://www.tdwg.org/about-tdwg/past-meetings	AdrianRissone RicardoPereira	Typo3 CMS	

LSID website	http://lsids.sf.net/	RicardoPereira (help needed)	Typo3 CMS
Wiki	http://wiki.tdwg.org/	RicardoPereira, LeeBelbin (help needed)	Twiki
Mailing lists	http://lists.tdwg.org/	RicardoPereira (help needed)	GNU Mailman, Postfix
Schema Repository	http://rs.tdwg.org/	RicardoPereira (help needed)	Subversion
Open Journal System (OJS)	http://www.tdwg.org/ojs/	RicardoPereira, LeeBelbin, AdrianRissone	OJS
LSID Web Resolver (LSID HTTP Proxy)	http://lsid.tdwg.org/	RicardoPereira (help needed)	LSID Perl Stack
TDWG Servers	Not applicable	Ciprian Vizitiu & Andrei Cenja (GBIF)	