

DRAFT
2016/07/08

Portage Council of Chairs Terms of Reference

Goal:

To provide an organizational mechanism supporting the integrated operation of the Portage Network of Expertise, including goal setting for both the short and longer term and budget development for the Expert Groups within the Network.

Purpose:

The Council of Chairs serves four fundamental purposes:

1. Contribute to the development of the operational plans for Portage in both the immediate and longer term;
2. Coordinate aspects of the Expert Groups making up the Network of Expertise, addressing areas of overlap and reinforcement;
3. Identify the budget requirements for each Expert Group in the upcoming year, that is, a budget development role; and
4. To advise the Portage Director and CARL leadership on priorities in their respective areas of expertise.

The Chairs are a very important component of Portage, providing leadership in their area of expertise, contributing to the planning and directions taken by the Portage Network of Expertise, interacting with stakeholder communities related to their Expert Group, and advising the Portage Director and CARL leadership. All Chairs will be included in stakeholder interactions connected to their Expert Groups. The Chairs provide the long-term stability for Portage.

Members of the Council of Chairs:

Eugene Barsky (Discovery Expert Group)
Jay Brodeur (Curation Expert Group)
Dylan Dearborn (Research Intelligence Expert Group)
Jane Fry (Training Expert Group)
Susan Haigh (CARL Executive Director)
Chuck Humphrey (Portage Director)
Steve Marks (Preservation Expert Group)
Jeff Moon (DMP Expert Group)
Kathleen Shearer (CARL Consultant)

Term:

The members will serve as long as they are Chair of a Portage Expert Group.

Frequency of Meetings:

In person once per year; conference call quarterly

Chair:

Portage Director

Record of Meetings:

Agenda and minutes to be documented in Google Docs or other document management services that support sharing and collaboration.

Method of operation:

- All members are encouraged to identify issues and to propose them as agenda items (with the necessary background/support documentation) for review and discussion. □
- Other experts will be invited to a meeting when required. □
- CARL Portage directions and goals are acknowledged and balanced with contributors' □priorities and resource constraints; decision-making is informed by this process. □
- Members are to express opinions openly and respectfully. □
- Members are encouraged to identify any potential opportunities or threats so that appropriate actions can be taken.
- The Council will review these Terms of Reference on an annual basis. □

