

OSGeo Oceania:

Terms of Reference

Organisation

The organisation is named OSGeo Oceania, and is governed and managed by a Board of Directors (the Board). The board can delegate responsibilities to sub-committees as needed.

Its purpose is to foster the growth of the geospatial open source & open data community in the Oceania region, including the oversight and stewardship of a FOSS4G & SotM Conference series.

Any future changes to this Terms of Reference shall be made by agreement of the board.

Board of Directors

Responsibilities

The primary responsibilities of the board are to:

- govern and manage OSGeo Oceania, with regard to finance, risk, and sustainability of the organisation
- provide oversight of the conference committee, and ongoing stewardship of the conference series
- coordinate other related outreach activities, including local FOSS4G and State of the Map events
- maintain a relationship with OSGeo and the OpenStreetMap Foundation, and maintain OSGeo & OSMF chapters in good standing
- hold accounts, domain names, and other administrative tools, data, and assets as needed
- enter into agreements with other parties as needed.

In order to guide the organisation towards a mature state, in 2019 this board will aim to:

- determine a process for recruiting and managing an appropriate general membership
- determine a process for renewal of board membership, including accountability to the general membership, and clarify such items as term limits and staggering of terms
- determine a process for inviting expressions of interest and selecting groups wishing to host the annual FOSS4G SotM Oceania event
- determine and formalise an appropriate non-profit structure
- [submit](#) an official expression of interest to the OSGeo board to form an OSGeo local chapter
- [apply](#) to the OpenStreetMap Foundation board to form an OpenStreetMap local chapter.

Board Membership

The inaugural board will be appointed by (and will replace) the existing FOSS4G SotM Oceania 2018 organising committee. Future directors should be elected by the membership of the organisation.

Nominations for specific roles will occur in writing, and the board will vote on these nominations.

The board aims to be diverse and inclusive, and as such, should make an effort to have equal representation of genders and be inclusive of representation from Australia, New Zealand and Pacific Islands nations, and OSGeo & OSMF communities.

Board members will be expected to:

- consistently attend and participate in meetings & discussions
- take personal responsibility for decision making in the organisation
- be engaged and involved with the ongoing management of the organisation, and volunteer for management tasks as needed.

The inaugural board will implement a process for renewal of board membership, which will set term limits.

Roles

These specific roles will be filled by directors:

- President
- Secretary (maintain records, keep the organisation in good standing)
- Treasurer (oversee the financial administration of the organisation, review procedures and financial reporting)

Decision making

Formal decisions can be made by passing a motion, requiring support of the majority of voting members. Motions can be raised by email, or in a meeting. In either case, a quorum, which is defined as a majority of the board, is required to consider the motion. In the case of major decisions, an extra effort should be made to give all directors the opportunity to participate, with due consideration given to their individual family & work circumstances.

Meetings

The board will determine frequency and schedule of meetings required. Meeting notes and a record of decisions will be posted on the OSGeo Oceania wiki page. Generally, meetings will be undertaken via videoconference. Face to face meetings may be organised as required. An Annual General Meeting will be timed to coincide with the annual conference.

Communication

The board will establish a new public mailing list, where discussion and decision making will occur. If deemed appropriate to confine a discussion to a private space, for example if it relates to specific individuals or commercial-in-confidence matters, private email threads can be used. In these cases, the admin@foss4g-oceania.org account should be cc'd.

Casual/operational discussions can occur in informal channels (eg. the Maptime Oceania Slack group), with preference given to public channels where appropriate.

Main annual conference

The board will aim to delegate the planning and execution of the annual FOSS4G SotM Oceania conference to a Conference Committee, which should be given sufficient independence to operate comfortably.

It is envisioned that cities will compete to host the event via a letter of intent and a vote, and the event rotate around different cities throughout Oceania. Strong preference is given to a city in a country that did not host the previous year. The board must feel confident that the location will attract the target audience.

This process will be more fully defined and implemented by the board in time to invite expressions of interest for a 2020 event.

Conference Committee

The Conference Committee is an ad hoc group formed to plan and execute a successful FOSS4G SotM Oceania event.

In doing so, the committee will:

- operate in an open, transparent, and collaborative fashion, in accordance with community standards
- retain collected wisdom for related events
- manage a local Travel Grant Program
- ensure OSGeo and OpenStreetMap Foundation principles are applied to the event.

This committee is accountable & responsible to the OSGeo Oceania Board.

Financial responsibility

The committee must ensure the conference is planned and executed in a financially responsible manner.

The committee will prepare a budget subject to board approval, and will ensure all expenditures are within the agreed budget. Over the course of the conference planning and execution cycle, an

up-to-date forecast of revenue and expenditure shall be maintained and made available to the board. Post-event reconciliation of accounting will be done in collaboration with the OSGeo Oceania Treasurer. Any adjustments to the approved budget must be agreed by the board.

Committee Membership

The OSGeo Oceania Board will appoint a Conference Committee chair, and will then work with that chair to appoint the remainder of the committee. Conference Committee members may be removed by consensus or a majority vote of the OSGeo Oceania Board. The board should only intervene in the activities of the Conference Committee if there is a clear reason to do so; in general, a light touch is preferred.

Roles

Apart from the chair, individual roles and responsibilities should be determined by the incoming conference committee. As a guide, the following roles were identified on the Community Day of FOSS4G SotM Oceania 2018.

- Chair
- Program Lead
- Sponsorship Lead
- Logistics Lead
- Design & Communication Lead
- Good Mojo Lead

Specific roles will be delegated to individuals using a process consisting of written proposals (ie. a short *"I'd like to lead x as I would really like to put effort into this aspect..."*), with the committee seeking consensus on filling these roles, and a voting round if needed.

Meetings

The suggested cadence for initial meetings is fortnightly. The committee may choose to alter its meeting cadence to suit its operational style. Meeting notes will be recorded and posted on the OSGeo Oceania wiki page.

Communication

- Decision making and voting occurs via the public FOSS4G Oceania mailing list, where possible.
- If deemed appropriate to confine a discussion to a private space, for example if it relates to specific individuals or commercial-in-confidence matters, private email threads can be used but board members and the admin@foss4g-oceania.org account should be cc'd.
- Casual/operational discussions can occur on the Maptime Oceania Slack group (<https://maptimeoceania.slack.com>), with preference given to public channels where appropriate.