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House of Merit MEMO “Congress remuneration”

Previous discussion:

1. During the last compensation discussion in CoA, Vlad, and Alex expressed concern that $120k is too high for remuneration for October and November 2023.

2. Following the initial indications, Trustees and Enforcers declared to be comfortable with a maximum of $2.5k per month per person for congress members, but this may be subject to review with the introduction of additional roles and responsibilities.

3. A proposal emerged to set the compensation at $2.5k per month per person initially. Once job descriptions for roles are established, and compensations are determined, a retrospective review of individual grants will occur. Some participants raised concerns about this approach, seeing it as penalizing high performers and rewarding those who merely attended calls.

4. The Near Foundation recommended lowering the compensation to $1.5k per month per person. The outcome of the discussion led to the CoA recommending the approval of the October and November budget proposed by the HoM. They further suggested implementing a base rate of $1.5k per month per person, with a maximum cap of $8k for specific assigned roles in Congress starting from December.

NDC Congress member’s remuneration proposal:

Congressional remuneration includes three different levels:

Level 1: Zero Compensation - **$0** per Month

Each Congress member holds the prerogative to opt out of remuneration, contingent upon their choice. Non-compliance with the requisites of Levels 2 and 3 results in zero compensation.

Level 2: Base Compensation - **$1,500** per Month for House of Merit and CoA

This foundational compensation, amounting to $1,500 monthly, is extended to House of Merit, CoA members and TC members. For TC this rate based on 4 working hours a week. It serves to ensure financial stability while aligning with their fundamental responsibilities within the NDC Governance framework. The eligibility criteria include:

1. Achieving 60% meeting attendance during the remuneration month.
2. Achieved 70% and more participation in voting on proposals on-chain during the month (subject to variation if a quorum is reached). It's required only for House of Merit and TC members.
3. In addition, it's necessary to provide comprehensive feedback for all rejected, and abstained polls. It's required only for House of Merit and TC members and applies to all polls that have been created since January 1st, 2024.

Level 3: Additional Compensation - Congress roles based (Base Compensation + additional Compensation up to **$5,500** per Month)

This level introduces supplemental compensation for Congress members engaged in specific tasks or shouldering additional responsibilities depending on their **additional roles**. The aim is to promote proactive involvement and incentivize contributors who surpass their standard duties.

The maximum remuneration achievable is **$7,000** monthly, determined by requesters based on the completion of the specified roles.

NDC Congress's additional roles

House of Merit

House of Merit Coordinator: Legal, Tech, Operations

The coordinator role is a self-appointed role that Congress members can assume for a period of time when the need arises, and they have the necessary skills. They are responsible for coordinating initiatives, projects, or functions with the NDC. This is a part-time role.

Skills

- Strong leadership skills
- Excellent social and communication skills
- Subject expertise in a specific area (legal, tech, funding, governance, etc.)
- Strong organization and prioritization skills
- Proven self-management and team-management skills

Roles & Responsibilities

- Establish project deadlines and monitor the progress within the scope of work.

- Draft needed processes, procedures, and memos
- Develop a detailed plan to monitor and track the progress
- Measure performance using appropriate project management tools
- Run team standups and provide weekly updates on the progress

Qualifications

- Experience with project management or coordination
- Bachelor's degree or equivalent experience
- Experience in high-demand environments

Rewards: Base Compensation + **$1,500** per Month

House of Merit Scheduler (Rexus, DK)

The scheduler of the House is an appointed role by the House of Merit. The Scheduler is responsible for scheduling inter-house, cross-house, community, and stakeholder meetings primarily for funding and operations. This is a part-time role.

Skills

- Strong written and verbal communication skills
- Ability to manage busy schedules and timezones
- Strong organization and prioritization skills
- Coordination of note-taking and dissemination
- Ability to read, process, and respond to many voices

Roles & Responsibilities

- Prioritizes meeting requests and scheduling needs (house, inter-house and public)
- Publishing of meeting announcements and minutes
- Identifying and promoting the adoption of scheduling and note-taking tools
- Frequent communication with the speaker, point of contact, achievements and remuneration Coordinator, and congress members
- Scheduling AMAs, town halls, alignment sessions, and syncs with Community and stakeholders
- Manage House of Merit proposals and reports pipeline ;
- Manage House of Merit and Congress calendar
- Upload data to the NDC dashboard
- Manage Content on the BOS page (list of events, actual links, etc.)
- Manage Congress CRM (Click UP)

Qualifications

- Experience in meeting scheduling and note-taking
- Experience in high-demand environments

Rewards: Base Compensation + **$2,500** per Month

House of Merit Point of Contact (Dacha)

The Point of Contact is an appointed role at the start of a new gov session and is voted for by the house members. The point of Contact is responsible for being the primary point of contact to the Community, between the media team and the houses to coordinate and facilitate coordination of funding, operations of the house, and legislation. This is a full-time role.

Skills

- Strong leadership skills
- Proven self-management and team-management skills
- Ability to read, process, and respond to many voices
- Strong organization and prioritization skills
- Collaborative nature to promote the best outcome

Roles & Responsibilities

- Effective funding coordination and operations efficiency
- Drafting, Review, and Coordination of new legislation (MEMOs)
- Development of Processes and Procedures for funding and ops
- Delegation of tasks to workgroups and assisting with resource allocation
- Facilitate Communication and engagement with the Community, DAOs, and stakeholders
- Track House of Merit activities
- Give feedback on proposals on behalf of the House of Merit if needed
- Coordinate proposals execution (Hom, CoA, Trust, Ops team) and KYC/KYB process
- Track NDC budget expenses within given limits and sub-codes
- Educate and guide grassroots and individual members on how to get funding and support, which way to apply, etc.

Qualifications

- Experience in project management or coordination
- Experience in governance or project management preferred

Rewards: Base Compensation + **$5,500** per Month

Achievements and remuneration Coordinator (Eugeny H)

The achievements and remuneration coordinator of the House of Merit is appointed by the house members. This is a full-time role.

Skills

- Strong leadership skills
- Proven self-management and team-management skills

- Ability to read, process and respond to many voices
- Strong organization and prioritization skills
- Collaborative nature to promote best outcome

Roles & Responsibilities

- Oversee the compilation and generation of monthly reports and presentations detailing House of Merit activities and achievements.
- Manage the accurate and timely processing of payments for the House of Merit and the entire Congress, collaborating with NDC trustees.
- Monitor and track progress on key initiatives, providing regular updates and generating monthly House of Merit progress reports.

Qualifications

- Experience in project management or coordination
- Experience in budgeting and accounting

Rewards: Base Compensation + **$3,000** per Month

Speaker of the House of Merit (Kiskesis)

The speaker of the house is an appointed role at the start of a new gov session and is voted for by the house members. They are responsible for coordinating the operations of the house to ensure key priorities and objectives are met and coordinating with the Community and the other two houses to ensure feedback and alignment. This is a full-time role.

Skills

- Strong leadership skills
- Proven self-management and team-management skills
- Capability to make decisions under pressure
- Great social and communication skills
- Ability to listen to opposing views and collaborate for the best outcome

Roles & Responsibilities

- Establish deadlines and monitor the progress
- Identify and resolve issues and risks that arise
- Introduce and open debate and deadlines of new MEMOs to the house
- Appoint new workgroups, committees, and councils
- Collaboration with the Community and stakeholders

Qualifications

- Experience in management, executive, or community teams of 20
- Experience in governance or project management preferred

Rewards: Base Compensation + **$4,500** per Month

Transparency Commission (TC) roles

Transparency Commission Speaker (AVB)

Role Overview:

This is a TC role, which is responsible for ensuring transparency, accountability, and adherence to ethical standards within the NDC. The TC speaker plays a crucial role in upholding the integrity of the collective and promoting a culture of trust and openness. The speaker of the house is an appointed role at the start of a new gov session and is voted for by the house members. This is a full-time role.

Key Responsibilities:

- Direction: The TC Speaker provides strategic direction to the Transparency Commission, guiding its activities in alignment with the NDC's goals and principles.
- Conflict Resolution: The speaker may suggest mediating conflicts or disputes within the TC, promoting resolution through constructive dialogue and consensus-building.
- Agenda Setting: Collaborating with TC members, the speaker may suggest the agenda for TC sessions, prioritizing investigations, reviews, and other matters that require attention.
- Community Engagement: The TC speaker represents the Transparency Commission in interactions with the broader NEAR community, addressing concerns, answering queries, and fostering a sense of transparency and accountability.
- Guidance and Support: The speaker may suggest guidance and support to TC members in their roles, ensuring that investigations are conducted diligently, fairly, and in accordance with established guidelines.
- Ethical Oversight: Ensures that the TC adheres to ethical standards and maintains transparency in its operations and decision-making processes.
- Legal Framework Development: the development together with TC members and refinement of legal and governance frameworks within the TC as required and provide legal insights and guidance on TC matters.
- Other Operations and Processes: may suggest improving the operational aspects of TC, including processes, workflows, and automation. Including streamlining and improving operational efficiency and the development and implementation of operational guidelines.

Qualifications:

- Demonstrated leadership experience within decentralized organizations or similar contexts.
- Deep understanding of the NEAR blockchain ecosystem and the NDC governance framework.

- Exceptional communication, diplomacy, and conflict-resolution skills.
- Impartiality, fairness, and a strong commitment to transparency and accountability.
- A dedicated advocate for the principles of decentralization and community-driven governance.
- Strong legal background.
- Knowledge of governance principles and regulations and have good public speaking skills.

Rewards: Base Compensation + **$4,500** per Month

Point of Contact (PoC) - Transparency Commission (Johanga)

Role Overview:

The Point of Contact (PoC) within the Transparency Commission (TC) serves as a central communication point between the TC, the NEAR Digital Collective (NDC), and the broader NEAR community. The Point of Contact of the house is an appointed role at the start of a new gov session and is voted for by the house members. This is a full-time role.

Key Responsibilities:

- Direction: The TC PoC supports the strategic direction of the Transparency Commission, aligning its activities with the NDC's Houses' goals and principles, and being a connector between Houses.
- Communication Hub: The PoC is the primary point of contact for Congress and community entities seeking information, submitting complaints, or engaging with the TC. They promptly respond to inquiries and direct them to the relevant TC members when necessary.
- External Relations: The PoC communicates with external entities, organizations, or individuals when necessary, in the context of TC investigations or the promotion of transparency within the NDC.
- Regular TC meetings: keeping the line of agendas and making conclusions and CTAs.
- Coordination of communication: between NDC Houses, Social Media team, events teams, NF, other internal government entities, and GDAOs Councils.
- Inquiry Management: Responsible for managing and tracking inquiries, complaints, or feedback received by the TC. The PoC ensures that all communications are appropriately documented and addressed.
- NDC Congress point of contact: Engages with the NEAR community to promote awareness of the TC's role, functions, activities, updates, and events with the help of NDC social media.
- NDC on BOS: coordination of building NDC and GDAOs BOS pages
- Regular TC Reports: coordination of producing and publishing together with other Houses' updates.
- Tracking TC and other Houses and Ops activities.
- Review performance reports from Congress and GDAOs

- NDC on ClickUp setting up together with HoM, CoA, and Ops for Congress tasks coordination.
- Internal TC Coordination: Collaborates closely with TC members to facilitate their activities, such as scheduling meetings, sharing relevant information, and assisting in the organizing of investigations or reviews.
- Transparency Initiatives: enhance transparency within the NDC, including the publication of reports, updates, or guidelines.
- Framework Development: develop legal framework development, documentation, and compliance.
- Operations and Processes: Coordinate and manage operational frameworks and processes within the TC, including documentation.

Qualifications:

- Strong communication and interpersonal skills.
- Familiarity with the NDC governance framework and the NEAR ecosystem.
- Exceptional organizational and coordination abilities.
- Commitment to transparency, accountability, and the principles of decentralized governance.
- Ability to work effectively within a team and collaborate with TC members.
- Legal background with knowledge of governance and compliance.

Rewards: Base Compensation + **$4,500** per Month

Transparency Commission Admin (Zubair)

Role Overview:

This role focuses on process automation, form creation, tools management, and ensuring the efficient functioning of the TC. This is a full-time role.

Key Responsibilities:

- Process Automation: Develop and implement automated workflows, forms, and communication processes to streamline TC operations. This includes creating and maintaining digital forms for performance reviews, conflict of interest disclosures, and complaint submissions.
- Calls Scheduling: Schedule calls within the house, other houses, and with the members who report a complaint to process the investigation.
- Manage agendas for calls, structuring them by minutes and implementing voting mechanisms at the conclusion to facilitate decision-making.
- Moderation of calls, allocating X amount of minutes per participant for expressions or contributions to ensure efficient communication.
- Documentation: Maintain comprehensive documentation of TC activities, decisions, and frameworks. Ensure that information is easily accessible and organized for reference. Facilitating reaching decisions on the acceptance or rejection of amendments to documents/investigations.

- Establishing time limits for various processes, including investigations and the acceptance of amendments to comments/documents, utilizing voting procedures.
- Efficiency Enhancement: Continuously seek opportunities to improve the efficiency and effectiveness of TC processes. Identify areas where automation or technology can be applied to enhance transparency and accountability.
- Advocacy and Training: Advocate for the adoption of best practices in governance and transparency within the NDC. Provide training and support to TC members and the broader community on using TC-related tools and processes.
- Coordination: Collaborate with the Point of Contact (PoC), TC members, and external partners to coordinate activities, meetings, and initiatives related to transparency and accountability.
- Establish deadlines, such as determining when work on documents should be completed, to maintain a structured and timely workflow.
- TC admin is the owner of each TC document, who creates documents from his end.

Qualifications:

- Proficiency in process automation tools and platforms.
- Strong understanding of governance frameworks, procedures, and principles.
- Excellent organizational and project management skills.
- Effective communication and collaboration abilities.
- Commitment to transparency, accountability, and the values of decentralized governance.

Rewards: Base Compensation + **$3,500** per Month

Councils of Advisors (CoA) roles:

Point of Contact - operational lead of Councils of Advisors (Evangels)

The point of contact of the house is an appointed role at the start of a new gov session and is voted for by the house members. They are responsible for being the primary point of contact with the Community and between the houses to coordinate and facilitate coordination of funding, operations of the house, and legislation. This is a full-time role.

Skills

- Strong leadership skills
- Proven self-management and team-management skills
- Ability to read, process, and respond to many voices
- Strong organization and prioritization skills
- Collaborative nature to promote the best outcome

Roles & Responsibilities

- Effective funding coordination and operations efficiency
- Drafting, Reviewing, and Coordination of new legislation (MEMOs)
- Development of Processes and Procedures for funding and ops
- Delegation of tasks to workgroups and assisting with resource allocation
- Facilitate Communication and engagement with Community and stakeholders

Qualifications

- Experience in project management or coordination
- Bachelor's degree or equivalent experience
- Experience in governance or project management preferred

Rewards: Base Compensation + **$2500** per Month

Payment Process and Approval Criteria

1. NDC Congress members are required to submit their reports:

- By creating a post on the Governance forum https://gov.near.org/t/congress-members-transparency-activity-tracking-list-and-reports/36984
- And fill out the NDC Performance Review Form

between the 1st and 10th of each month for the previous month. Community members are encouraged to provide feedback and pose questions during this period. If Congress members requested additional compensation, the reports must include detailed information about work done according to their roles.

2. On the 11th day, appointed NDC Congress homes members who are in charge of payments:

- House of Merit (Eugeny H.)
- CoA (Evangels)
- TC (Johanga)

must create transfers from NDC Trust to the homes payments DAOs:

- House of Merit (hom-payment-dao.sputnik-dao.near)
- CoA (coa-payment-dao.sputnik-dao.near)
- TC (transparency-commission.sputnik-dao.near)

3. The NDC Trust executes the transactions, contingent upon alignment with the Trust's objectives and adherence to the specified guide.

4. After receiving funding from NDC Trust appointed NDC Congress homes members and the payments, DAO councils should execute the payments to Congress members' wallets within three business days.

5. KYC is required. The House of Merit determines the KYC procedure.

6. Applicants must agree with the Terms & Conditions of the NDC Trust visible on the link:https://bafkreib5vyljjqvvqwocdlr4tji2aztw7hr66dvwehhgdjjsshjtkgznky.ipfs.nftstorage.link/ 5

Rate of remuneration

A transfer must be created with the following conversion NEAR/USD:
We use the average Near price (CoinMarketCap) of the reported month.
Example: For December remuneration, we will use CoinMarketCap price at December 1st ($1.89) + December 15th ($2.19) + December 31st ($3.65) / 3 = $2.57

Amendments

To amend: Congress member's remuneration and Congress needs payments Near Digital Collective Grassroots DAOs, projects, individual contributors funding, onboarding, and operations guide v1, https://gov.near.org/t/near-digital-collective-grassroots-daos-projects-individual-contributors-funding-onboarding-and-operations-guide-v1/36951 with NDC Congress member's remuneration proposal in the MEMO version.