GOAT Community Stewardship Subcommittee
Standard Operating Procedures

Summary

Community stewardship subcommittees are the gears of GOAT. Each subcommittee facilitates the continual progress of one aspect of GOAT. Building on the GOAT 2024 Proposal, the community-identified subcommittees are as follows:

- Governance
- Community Calls
- Conference booth
- Virtual events
- Community mapping
- Communications (websites/ slack/ etc)
- Fundraising
- Finance / Accounting
- In-person events (Conference)
- Technical Infrastructure

Committee structure: Every subcommittee should have an appointed lead, and most committees will require a small team (i.e., are multi-member committees).

GOAT 2024:
There will be a GOAT 2024 salon about GOAT community stewardship. Each subcommittee will debut at the conference in a 3 minute lightning talk. Then recruitment.

Semi-Annual Community Stewardship Workshops: Sub committees shall convene at GOAT Community Stewardship workshops, which occur before or at the start of each year (i.e., Dec/Jan), and meet again once more mid-year (i.e., June/July) to discuss administrative logistics of GOAT as it pertains to their committees. These workshops should take about ½ day, and committee leads or a different representative are required to attend.

Community Calls: Each sub committee will be asked to provide a 2-minute or one-slide report to the community at each quarterly community call.

Scoping: Each subcommittee will need to fill out an **Annual Committee Scoping Form** at the start of each year, to be distributed at the first stewardship meeting of the year.

Profiles on GOAT website: helps put a face to GOAT. Incentive + self documentation of GOAT.

Outreach: Each committee is responsible for their own outreach.

Documentation: Each committee is responsible for their own documentation on the website, on forums, etc.

Newsletter: Summary of community call + other stuff.

Incentive to participate: Consider conference registration, stipends, and recognition on the website as incentive to participate.

should we create an "interest form" that is linked on ourwebsite so folks can fill it out and indicate which positions they're interested in? that way we can keep a pool of interested applicants for when there are vacancies/folks transitioning out

Committees Overview

Template:

- Define expectations and scope:
    - Include the goal
    - Who it serves:
    - How extensive the work is:
- Determine duration of lead “chair” position (term)
    - E.g., 1 year minimum, maximum 2 years (then move to a different position)
    - Should have attended at least one event or involved online for a year before taking a lead position
    - Financial and fundraising positions are 2 year minimum, with 3 year max
- Meeting frequency of subcommittee
    - A little dependent on the committee, should be defined.

Logistics:

- How subcommittees communicate to each other
    - Beginning of year for kick off
    - Midyear for status
- How they communicate to the broader community

        - Each sub committee gets 3 minutes at a community call
    - What are incentives?
        - Free admission to a conference?
        - Optional Stipends? E.g., $500 a year

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Lightning talks / session at GOAT?:

- Community Calls - Juliet
- Conference booth - Amber
- Virtual events - Jamie
- Community mapping - Anna
- Communications (websites/ slack/calendar? etc) - Paul on behalf of Vic?
- Fundraising - Ankita
- Finance / Accounting - Greg
- In-person events (Conference) - Semra
- Technical Infrastructure - _____
    - DNS
    - Email
    - Discourse Forum
    - Mailchimp
    - Wordpress website - hopefully become obsolete?