

Charter of the Governing Committee of the United Kingdom Council of Research Repositories (UKCoRR)

Organisation

The Governing Committee (the Committee) of the United Kingdom Council of Research Repositories (UKCoRR) shall consist of at least five (5) current UKCoRR members (the Membership). The Committee shall consist of the Chairperson (aka the Chair), the Secretary, the Web & Publicity Officer, the External Liaison Officer and the Technical Officer. The members of the Committee and the Committee Chair shall be appointed by the Membership. All UKCoRR Members are eligible for nomination to the Committee.

Statement of Policy

The purpose of the Committee shall be to:

- (i) oversee all aspects of UKCoRR's functions on behalf of the Membership
- (ii) represent the Membership nationally and internationally
- (iii) serve as a focal point for communication amongst the Membership
- (iv) facilitate communication between the Membership and the Committee
- (v) act on behalf of the membership as appropriate.

Operating Principles, Processes and Responsibilities

In fulfilling its function and responsibilities, the Committee should give due consideration to the following operating principles and processes:

Accountability

The Committee, through the Committee Chairperson, shall report all material activities of the Committee to the Membership from time to time or whenever so requested by the Membership. In addition an annual report should be drafted by the Chair in consultation with the Committee at the end of each Committee cycle, for public distribution and consumption on the UKCoRR website.

Communication

Regular and meaningful contact throughout the year with the Membership and with any external individuals or organisations, as applicable, is viewed as important for strengthening the Committee's knowledge of relevant current and prospective issues relevant to the needs of the Membership.

Membership

The Committee shall also have the primary responsibility for evaluating, reviewing and considering the eligibility of new and existing UKCoRR members.

Tenure

The Committee should serve for a term two years from the date of appointment. The date of appointment will normally be 1st January each year. The Committee will call for nominations two months before the end of tenure. This will be reviewed in the case of a Committee

member becoming ineligible or unable to serve, and interim nominations will be called for to serve out the term of office. Committee members are nominated for one specific roles. Serving Committee members are eligible for re-nomination at the end of their two year tenure.

Meetings

The Committee will hold at least four minuted meetings per year and additional meetings as the Committee deems appropriate, using a mix of physical, telephonic and electronic mediums as appropriate. Representatives of the membership may attend committee meetings at the discretion of the Committee.

Minutes and Reports

Full minutes of each Committee meeting will be kept and distributed to each member of the Committee for approval before being shared with the Membership via the UKCoRR website. The Chair of the Committee will report to the Membership as appropriate or whenever so requested by the Membership.

Document Control

This Charter can be reviewed by the Committee, in consultation with the Membership, as deemed appropriate for the furtherance of the organisation and strategic goals of UKCoRR.

Original Charter Established: 2009

Charter Amended: April 2012

