

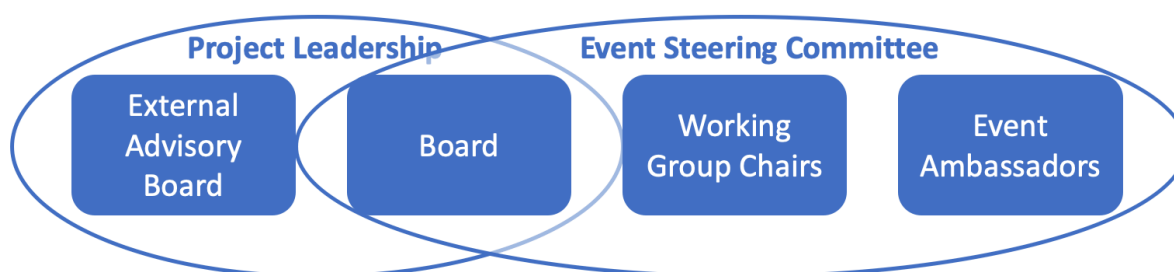
## WeDigBio Leadership Groups Terms of Reference

Current Version (4 August 2021)



### Representative Leadership Structure

The leadership groups and their relationships are provided in Figure 1.



**Figure 1—The representative leadership structure for the WeDigBio Project and Events.** The Board is composed of representatives from participating online platforms, iDigBio, and elected officers. Board members are elected as Chair, Vice Chair, and Secretary. The Board, Working Group Chairs, and Event Ambassadors compose the Event Steering Committee. New Event Ambassadors are invited by the Board, upon advisement by the External Advisory Board and should represent diversity along key axes (e.g., geography, taxonomy, institutional settings). The External Advisory Board members are invited by the Board and should represent key stakeholder groups or other critical expertise.

### BOARD

Purpose: As a result of the Board's activities, leadership groups will successfully collaborate and sufficient resources will be in-hand to attain goals and objectives.

Leadership: Chair, Vice Chair, and Secretary.

Membership: The Board is composed of one representative from each participating online platform and iDigBio and any other major partners, as well as the elected officers. Major partners are invited to send a representative to the Board based a simple majority vote of the Board. Elected officers serve 3 years, with possibility of re-election. Any person active in any leadership group for at least 2 years is eligible for election as an officer or one of two Member-at-Large positions. Any person active in any leadership group can vote for officers. Any officer or Member-at-Large can be removed from office by simple majority vote of the Board, at which a new vote by the membership of all leadership groups is held to fill the vacancy.

Roles and Responsibilities:

- Approves all project policies and procedures.
- Establishes plan for financial sustainability.
- Considers approval for proposals for major partnerships, including grant proposals and sponsorships.

- Facilitates progress of other leadership groups.
- Ensures that project's core values upheld.
- Coordinates strategic planning (writing and annual review).

## **WORKING GROUPS**

Leadership: All working groups must have one Chair or two Co-Chairs and may have a Vice Chair and Secretary.

Membership: Each working group will be composed of those who wish to actively participate in accomplishing a working group's objectives and who have communicated that desire to the Chair or a Co-Chair of the working group. A working group Chair or Co-Chair is tasked with removing participants from a working group who have not contributed to the working group's activities in the past 12 months. A working group may have additional organizational structure within it, should that be deemed to be of high value by the Chair or Co-Chairs. Working Group officers serve three years and may be re-elected. Officers of a working group are elected by members of the working group.

Roles and Responsibilities of all Working Groups:

- Identify high-value partnerships relevant to the purpose of the Working Group for Board consideration.
- Nominate Event Ambassadors to the Board.
- Assist other Working Groups on their activities.
- Draft high-value policies and procedures relevant to the purpose of the Working Group for Board consideration.
- Create and curate relevant sections of the Duties Roster.

## **Broadening Participation**

Purpose: As a result of the Broadening Participation Working Group's activities, the project will successfully engage a broader group of participants, including groups historically under-represented in science and collection types (e.g., geographic locations, taxonomic focus, and institutional settings) historically under-represented in the project.

Roles and Responsibilities:

- Establishes framework and baseline for understanding and evaluating the project's progress towards broadening participation (the latter in collaboration with the Evaluation WG) and annually updates it.
- Establishes a plan to increase diversity of public participants that also identifies steps that could reasonably produce future gains in diversity in the biodiversity collections community, including production of a theory of change or logic model and annually updates it.
- Establishes norms for WeDigBio onsite and online events that emphasize inclusion and respect and annually update them.

## **Formal Education**

Purpose: As a result of the Formal Education Working Group's activities, the project will successfully provide opportunities to teachers to engage participants in formal education settings.

Roles and Responsibilities:

- Identifies lesson plans that engage students in formal education settings in online digitization activities and link to those resources from wedigbio.org.
- Designs, pilots, and evaluates a "college bowl" or "world cup" competition among classrooms (the last in collaboration with the Evaluation WG).

## **Cyberinfrastructure**

Purpose: As a result of the Cyberinfrastructure Working Group's activities, the project will successfully serve the website wedigbio.org, summarize event-wide digitization progress in engaging ways on a dashboard at wedigbio.org, and manage the platform selected for the Virtual Science Festival.

### Roles and Responsibilities:

- Maintains wedigbio.org.
- Maintains the platform, or the user account on a third-party platform, used for the Virtual Science Festival.
- Maintains and strategically expands visualizations of event-wide digitization progress.
- Identifies high-value partnerships relevant to the purpose of the Working Group for Board consideration.

## **Communications**

Purpose: As a result of the Communications Working Group's activities, the project will successfully engage and grow its external stakeholder groups with appropriate partner working groups.

### Roles and Responsibilities:

- Establishes a communications plan and annually updates it.
- Coordinates email and social media to external stakeholders.
- Encourages survey responses.

## **Virtual Science Festival**

Purpose: As a result of the Virtual Science Festival Working Group's activities, the project will successfully produce an engaging program of online experiences for public participants during the WeDigBio events.

### Roles and Responsibilities:

- Produces the WeDigBio Virtual Science Festival.
- Identifies resources for public engagement in informal education settings for use and sharing.

## **Evaluation**

Purpose: As a result of the Evaluation Working Group's activities, the project will successfully summarize and expand its relevance to stakeholders.

### Roles and Responsibilities:

- Evaluates project activities in the context of mission, vision, values, and strategic planning.
- Maintains the project's outcomes registry.