

WAPSIG Steering Committee - Terms of Reference

V1.2 31/07/2024

Web Archiving & Preservation Special Interest Group referred to as WAPSIG or the Group.

Steering Committee referred to as the Committee.

Purpose

The main purpose of the Steering Committee is to ensure the continuity and relevance of the Web Archiving & Preservation Special Interest Group (see WAPSIG TOR) to DPC Member organisations. It will focus on creating an engaging and relevant agenda for WAPSIG meetings. The main responsibilities of the Steering Committee include:

1. Meet once every two months as appropriate, to discuss and agree the programme for upcoming WAPSIG meetings, or more frequently if needed
2. Survey the wider Group for suggestions for topics or activities to include in upcoming programmes
3. Meet once per year, or more frequently if needed, to review Terms of Reference and the Group structure and purpose more generally
4. Solicit feedback from the wider Group regarding the meetings, Terms of Reference, and direction of the Group
5. Locate a host organisation and venue for each in-person meeting, unless a meeting is virtual, in which case the DPC will set up a meeting on its virtual conferencing platform. To make WAPSIG proceedings as accessible as possible to DPC's global community, as well as offset the associated environmental costs of long-distance travel, Group meetings will take place virtually for the foreseeable future. Opportunities for in-person meetings will be explored on a case-by-case, whenever it safe and appropriate to do so, and where an in-person format would be particularly effective e.g. fringe meeting at an in-person international conference.
6. Oversee Group meetings, including chairing them and ensuring they keep to time

Meetings will be supported by the DPC Liaison who will take care of the administration of the group including setting up virtual conference sessions, sending calendar invites, and sending out relevant communications to the Steering Committee and the wider Group.

Roles and Responsibilities

Chair

The Steering Committee Chair generally oversees the direction of the WAPSIG, soliciting input from the rest of the Committee and wider Group. They call meetings of the Steering Committee and oversee them, including chairing. The Chair will also chair the General Meetings for the wider Group, unless the Committee agrees on an alternative chair. The Chair ensures General Meetings are held 3-4 times per year and that the Terms of Reference are fulfilled. In contrast to arrangements for in-person meetings in the past, virtual meetings of the Group will be held more regularly but will be shorter in length. The Chair also contributes to the development of the programme and suggests possible host organisations and venues.

Deputy Chair

The Deputy Chair assists the Chair and shares or takes over the Chair's duties when needed. The Deputy Chair attends Steering Committee meetings and contributes to the development of the programme and suggests possible host organisations and venues.

Committee Members (5-7)

Each of the Committee Members will be responsible for attending Steering Committee meetings once every two months as appropriate, contributing ideas for the programme for upcoming General Meetings, and assisting the Chair and Deputy Chair when needed.

If a Committee Member is unable to attend a particular Committee meeting, they can send another colleague from their DPC Member institution to act on their behalf.

DPC Liaison

The DPC Liaison will coordinate and oversee registration for General Meetings including publishing the date, time, location, and programme for each upcoming meeting. The Liaison will coordinate and publish internal and external communications for the Steering Committee and the wider Group,

including posts to the DPC Blog. The Liaison will be responsible for minuting General Meetings and publishing minutes and any slides or other materials to the WAPSIG webpage. The Liaison will report a summary of minutes to the Research & Practice Subcommittee when relevant.

Role Terms

Each position on the Committee is reviewed once per year. Committee members will be asked if they wish to leave the Committee and, if any wish to leave, a call to fill empty positions will be circulated by the DPC Liaison.

Values

The SIG is established under the auspices of the DPC Executive Board. As such it will adopt the constitution, norms and values of the DPC. Consequently, within the terms of reference it will:

- care for our members, resources, people and environment:
- maintain neutrality in respect to solutions, approaches, sectors, suppliers and vendors.
- be open, transparent and accountable to members.
- amplify the needs and successes of our members.
- be open to all stakeholders with a presumption of positive intent.
- respond to the needs of members in the delivery of services.
- be authoritative, current and concise in all our publications and communications.
- be respectful, welcoming, inclusive and transparent in all our dealings.
- be evidence-led, making effective use of data in decision making.

The SIG will act on its values and be transparent with respect to how they are implemented.

The SIG meets under the DPC's Inclusion and Diversity policy. DPC is committed to being accessible to everyone who wishes to engage with the topic of digital preservation. Communities that fully embrace these values are shown to be more effective, innovative, and united. Therefore, we expect participants to be positive, accepting, and sensitive to the needs and feelings of others. Harassment of any member of the DPC Community will not be tolerated and appropriate steps will be taken to deal with any such issues. For more information, see the [DPC Inclusion and Diversity Policy](#).