

# AfricArXiv Advisory Board Guideline

*This document provides an overview of the position and responsibilities of the Advisory board members. Please read carefully and report back in case of any concerns before accepting the position.*

Version 1.0 (Feb 2020)

**The advisory board member position is voluntary and its agreement is subject to mutual review to ensure everyone is productively engaged and in consent with the objectives and operational modes. The appointment is subject to a 3 months trial during which both parties can gauge whether they are getting value out of the association. The position runs for a period of 12 months overlapping with the calendar year, starting on March 1, 2020 (with a public announcement) and ending on Feb 30, 2021.**

## **Responsibilities**

- Give feedback on ongoing and planned AfricArXiv operations and activities upon request
- Attend advisory board meetings (online calls)
- Be available for individual 101 calls
- Promote AfricArXiv in their professional networks

## **Expected Contribution**

The AfricArXiv steering team will provide a monthly summary of milestones achieved and an outlook for the upcoming month. Advisory board members are expected to provide feedback on the shared summary through an interactive document (Google Doc). Advisory board meetings will also be used to report about plans and activities.

## **Meetings**

The Board will hold:

- 1) 101 call with each Advisory Board member twice a year for individual expertise on a given aspect of AfricArXiv operations and planning
- 2) Quarterly online calls (on Zoom/jit.si, 40 mins) with a living meeting protocol for remote input and
- 3) A yearly strategy assessment meeting (2,5 hrs)

The meetings will include the AfricArXiv steering team and the advisory board members and be open for other AfricArXiv team members to join.