**Open Science Student Support Group – Organizational structure**

**Summary/brief overview of organizational structure**

**Core organizational team**

The core organizational team is responsible for maintaining and updating the basic structure of the group, which includes making sure each session is organized, that all essential elements are present: a facilitator, presenter, challenges, any preparatory materials are sent out a week in advance, and keeps the online platforms up to date. The team is divided up into organizational units that work independently on different aspects of this group.

*Expectations for core organizational team members*: Small time commitment required. Core organizers are expected to make an effort to be present at organizing meetings.

*Core organizational units*

Core organizational units consist of a small number of organizers who work together to fulfill basic organizational functions. They can make decisions independently, …. Core organizational units are encouraged to assign specific responsibilities (see below) to each unit member.

Expectations: taking on a core organizational role means that you are the end responsible for a task/group of tasks. You are expected to make sure that your responsibilities are fulfilled for the duration of one semester, or find someone else to take over your responsibilities if you can no longer fulfil them. You have the freedom to make decisions about your task(s) independently. This does not mean you have to do everything by yourself or you have to figure out anything alone. Ask for help/feedback and delegate (sub)tasks as you see fit.

Sessions core unit: end responsible for making sure everything needed for online sessions is present: presenters, facilitators, zoom meeting, challenges, round questions, etc.

* Specific responsibilities:
  + Establish session topics (with guidance from members of OSSSG and the core organizing team)
  + Identify, invite and confirm presenters
  + Provide presenters with "How to prepare a session" document
  + Identify, invite and confirm facilitators
  + Prepare breakout questions and challenges for each session
  + Provide facilitators with facilitation guide including land acknowledgement, session agenda, breakout questions, challenges, and tips for how to facilitate group discussions
  + Create session description with presenter and send to promotions unit
  + Create event registration and online meeting link to send to promotions unit
  + Take notes after each session to debrief what worked, what needs adjustment, etc. to share with core organizational team

Promotion core unit: end responsible for promotion of biweekly sessions: collecting/writing blurb for session, sending it to admin to be included in Monday Memo, posting on Facebook, Slack

* Specific responsibilities:
  + Collect blurb/registration link for each session from presenters/sessions core unit
  + Promote through multiple channels, think of:
    - The Monday Memo
    - Facebook groups (PGSA/GPPP)
    - PGSA email list
    - Honours thesis seminar
    - Slack

Online platforms core unit: end responsible for maintaining/updating online platforms (OSF/GitHub/Slack) and first point of contact for people who have issues with any of them

* Specific responsibilities:
  + Archive Slack channels every month
  + Provide advice for new platforms that the group wants to adopt
  + Respond to group members/interested students who have issues with any of the platforms
  + Guide and ensure that sharing of materials is

Feedback & community core unit: end responsible for organizing and processing feedback, developing and promoting community guidelines, and first point of contact for complaints & conflict

* Specific responsibilities:
  + Moderation of public Slack channels in keeping with the community guidelines
  + Community engagement
  + Collecting and processing feedback
  + Resolving conflict and addressing complaints

Learning coordinator (??) core unit: facilitates and supports follow-up groups and events that flow from biweekly sessions (e.g. smaller support groups around specific topics, hands-on workshops)

* Specific responsibilities:
  + …
  + …

Admin core unit: takes care of the basic organizational tasks that facilitate cooperation between core units. The core team, including all core unit organizers, would ideally meet at least once per month to check in, and can meet in between on an as-needed basis. While not all core unit organizers need to be present, an effort should be made to make sure at least one representative from each core unit is present at all core team meetings.

* Specific responsibilities:
  + Scheduling core team meetings
  + Coordinate with core units to create meeting agenda’s
  + Find facilitator and note taker for meetings
  + Ensure notes are disseminated
  + Creating and keeping track of polls for decision making

**Pool of contributors**

Part of a pool of active participants who are interested in organizing, but are not able to make a commitment. Their role is to provide support to the core organizers when they need help and give feedback. Examples of tasks they could fulfill are preparing a presentation, fulfilling a facilitator role, help maintain the online platforms and develop/evaluate documents and procedures created for this initiative. Involvement is based on a case by case basis, depending on their current availability, and no commitment is required. Contributors are invited to organizer meetings, but not expected to be present each time.

*Contributor tasks/functions*

At times, core organizers will ask the pool of contributors for help with specific tasks, to which contributors can respond when they have time. Common examples are to help with facilitation during sessions, to prepare a brief presentation on a specific topic, provide feedback, …. But contributors can also contribute on their own initiative. As long as their activities fall within the goals and values of this group, anything is permitted. Here are a couple of examples of how contributors might contribute on their own initiative.

Resource generator: Are you someone who likes to read and dig into topics? Search and share resources on open science practices through our online platforms.

**Decision making**

Aimed at being inclusive, giving everyone space and opportunity to speak and be heard, have a say in the decisions being made.

*During meetings*

Agree on a model of decision making at the start of meetings

* E.g. Model of consent
* Model of consensus

(brief pros and cons for using different models in different situations)

Voting: poll will be given during the meeting, but stay open for 24 hours after the meeting, so members who could not be present, can still have a chance to vote

*Outside of meetings*

Core organizational units have independence in making decisions relating to their responsibilities

Votes to get input from other organizers (48 hours to vote?)

*Voting procedure*

Who can initiate a vote and for what kind of decisions

*Voting platform*

There will be a Slack channel only for polls (for votes on decisions as wells as meeting planning), so organizers can just check there to see if there is anything they missed, without polls being buried beneath other posts/conversations

Polling program: Menti? Doodle?

**Communication between core units**

How can we make sure that different core units keep each other updated on decisions/info that is relevant for more than their own unit?

* Can we use the organizers\_and\_contributors channel for this? Guidelines for what type of info to post?