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

**Summary**

The Open Science Student Support Group is a student-led initiative that aims to help students learn about and implement Open Science practices. Group activities consist of biweekly sessions in which we discuss different Open Science topics and practices and a Slack workspace where discussions and organizing happens in between meetings. A different topic is discussed every 2-4 weeks, with the creation/preparation of the content alternating between members.

The group aims to be self-organizing, meaning that there is no hierarchy in the organizational structure. Everyone who participates in the group is a **member**, and every member is welcome to join in making decisions and guiding what the group does and how it develops. This document outlines the basic organizational structure that supports this self-organizing process. The main decision making happens in the **general meeting**, which all members are welcome to join (organizers are expected to make an effort to join these meetings). Such meetings happen several times each semester and this is where larger matters should be discussed, such as the topics to be discussed each semester, changes to the group structure and ….

Smaller **units** are responsible for organizing specific details that are important for the functioning of the group (see below for specific roles and descriptions). Members of the units are referred to as **organizers**, and are expected to be able to commit a small amount of time to fulfill their tasks for one semester at a time. Organizers may stay in the same role for up to 1 year (either 2 or 3 semesters, depending on if we want to include the spring/summer as well).

**Contributors** contribute to the group occasionally, either in response to requests from organizers, or on their own initiative. No time commitment is required to be a contributor. One important task that can be performed by either organizers or contributors is content creation, which involves coming up with and preparing the content for sessions and discussion on Slack, in which they will be supported by unit organizers. All participants, either in sessions or on Slack, are considered members, and are therefore invited to general meetings and are welcome to become contributors at any time.

**Platforms**

The main platforms used for communication are Slack and Zoom. The materials created and resources assembled through this group are collected on a combined OSF/GitHub repository. Basic information about our group can be found on our Sharepoint.

**Members**

Everyone who joins our Slack workspace is considered to be a member of the group. Members are invited to all general meetings and activities of the group, but do not need to make a commitment.

**Contributors**

All members are encouraged to actively take part and contribute to the group, either in response to requests from organizers or on their own initiative. Members looking for opportunities should join the #contributors\_and\_organizers channel on Slack so they can stay informed of what tasks they can take on. No commitment is required for this, you can just see what comes up and respond if you have time. The role of contributors is to enrich and expand the group, provide support to the organizers when they need help and give feedback. Examples of tasks they could fulfill are preparing the content for one of the topics, fulfilling a facilitator role, helping maintain the online platforms and develop/evaluate documents and procedures created for this initiative.

*Content creators*

The most important contributor task is content creation. Pick one of the topics that will be discussed this semester and organize one or two sessions, as well as challenges, discussion questions and buddy conversations about the topic. See the ‘[HOW TO… prepare content for the OSSSG](https://osf.io/cwa9z/)’ document to get started!

*Examples of contributor initiatives*

As long as 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.

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

Initiate discussions: Is there a topic or specific issue you’d like to discuss, but the OSSSG hasn’t come around to it yet? Organize your own discussion on a topic of your choice in the format you are most comfortable with - e.g. create a channel on Slack to discuss the topic, or plan a Zoom meeting.

Work on an open science project: Have you heard about the issues that open science aims to address, but are you unsure to what degree they are present in your specific field? Start a project to look into it! Find others in the group to work with and post your findings on Slack, and if you want, public platforms.

**General meetings**

* General meetings are planned by the meeting admin
* The meeting admin contacts each organizational unit weekly to see if there are any matters that they would like to bring to a general meeting
* When enough matters (either a significant number or one or more urgent/important matters) have been gathered, the meeting admin will set up an agenda and post a poll to the #polls channel on Slack to pick a time and date for a general meeting
  + The poll should be open for a minimum of 48 hours, to allow reasonable time for voting - posting a reminder on the day the poll closes is recommended
  + The earliest date/time with the most people available should be chosen
* The general meeting can be facilitated by anyone willing to take it on - if no one volunteers, the meeting admin will take this role

**Organizational team**

The 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 organizational team members*

Taking on an 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.

*Organizational units*

Organizational units consist of a small number of organizers who work together to fulfill basic organizational functions. Organizational units are encouraged to assign specific responsibilities (see below) to each unit member.

Sessions unit: end responsible for making sure everything needed for online sessions is present: content creators, facilitators, zoom meeting, etc.

* Specific responsibilities:
  + Establish session topics (with guidance from members of OSSSG and the organizing team)
  + Identify, invite and confirm content creators
  + Provide content creators with "How to prepare a session" document
  + Identify, invite and confirm facilitators
  + Create session description with content creators 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 organizational team

Promotion 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 content creators/sessions unit
  + Promote through multiple channels, think of:
    - The Monday Memo
    - Facebook groups (PGSA/GPPP)
    - PGSA email list
    - Honours thesis seminar
    - Slack

Online platforms 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[EJM4]

* 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 ??
  + Keep platforms up to date in terms of the materials being shared and created in the group (e.g. presenter slides, resources that are shared)

Feedback & community 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

Admin unit: takes care of the basic organizational tasks that facilitate cooperation between units. The team, including all 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 unit organizers need to be present, an effort should be made to make sure at least one representative from each unit is present at all team meetings.

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

**Assignment of roles**

A call for organizers for next semester will be posted to Slack (and other promotional channels??) approximately one month before the end of the semester by the meeting admin. If the exact number of people needed for each role applies, they will be assigned these roles without further procedures. If fewer people apply than needed, the meeting admin will arrange for people to be contacted to find additional organizers. If more people apply than needed, ...