

2020

jupyterCON

# *Open Source Communities: Inclusive Practices, Collaboration & Decision-Making*

## Module 4

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# **Module 4: Decision-Making Process**

# 4. Decision-Making Processes

- Contributor Roles
- Leadership & Governance
- Recognising volunteers



# Contributor Roles

# Contributor Roles

Contributors of Open Source are crucial for **decision-making** of the projects

Their experiences and needs help **create a user-oriented product**

Contributors' activity also reflects the **project's overall success** - attract future collaborations, funding, recognition



# Defining Contributor Roles

Defined roles **help contributors plan** their contributions effectively

- Set of tasks and **guidelines**
- Clear goals & **expectations**
- **Resources** & points of contact
- **Next steps** of their involvement



# Typical Contributors Roles

We can classify contributor roles roughly into:

- **Users**: use resources, contribute back with feedback, bug report etc.
- **Developers**: fix bugs, add new feature, develop documents & infrastructure
- **Maintainers**: help users and developers, maintain documents & code base
- **Mentors & Ambassadors**: promote your project, onboard new contributors ...
- **Task Forces & Committees**: specific areas like CoC, development plan ...
- **Administrators & Leaders**: lead different areas of projects (discussed later)

*Some may not be contributing but they join or follow conversations in your project!*

# Formally Defining Roles

Stages	Volunteer View	Volunteer Role Name	Project View
1. Connecting	Find project	Seeker	Market project
2. Understanding	Understand project	Visitor (Reader)	Explain project
3. Engaging	Engage with project	User	Engage with user
4. Performing	Work within project	Contributor	Work with contributor
5. Leading	Lead project	Leader	Enable career

**The Five Stages of Open Source Volunteering.** Riehle, D. (2015). In Crowdsourcing. Li, Wei; Huhns, Michael N.; Tsai, Wei-Tek; Wu, Wenjun (Editors). Springer-Verlag, 2015, 25-38.



# Leadership & Governance

*If you want to go fast, go alone; if you want to go far, go together.*

- African Proverb

# Open Leadership Principles

- **Understanding:** accessible and clear
- **Sharing:** easy to adapt, reproduce, and spread
- **Participation & inclusion:** inviting, relevant, and safe for all



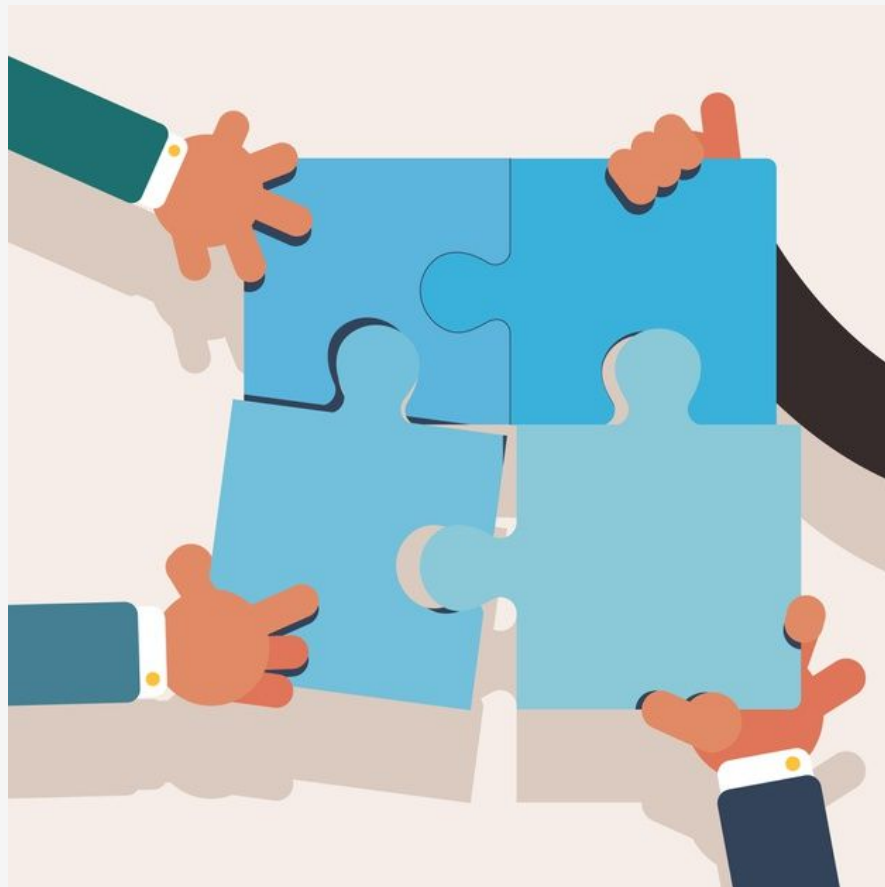
# A few questions to start:

- What will be the structure of the organization?
- Is your community going to have a leadership team?
- Is your community going to have a board?



# How to formalize these leadership roles?

- Think about all that is needed to make your community run smoothly
- Write down all the tasks
- Define roles and correspondent responsibilities and titles



# Leadership Structure

## Example: R-Ladies

- Leadership Team
- Global Team
  - Onboarding
  - Website
  - Blog
  - Community Slack
  - Chapter Activity
  - Directory
  - Twitter Account
  - Chapter Mentoring
  - Abstract Review

# Creating Opportunities for Community

*A leader's goal is to build up the community and develop a shared sense of responsibility*



Image from Freepik,  
[www.freepik.com/vectors/people](http://www.freepik.com/vectors/people)

# Recognising Volunteers

*When people are expected to work on Open Source for free, only people who can afford to work for free can participate.*

- Fernando Perez

# Recognising & Rewarding Volunteers

- Volunteers often **contribute for free**
- Open Source project benefit hugely from such **volunteer work**
- Contributors should receive open **recognition** for their participation
- Defining a **fair reward system** helps create a culture where volunteers benefit as much as the project





# Acknowledging Contributions

- ❑ Keep all communication **public, written and archived** (transparent)
  - **Highlight contributors** when discussing something they worked on
- ❑ Identify what your **contributors need to sustain their engagement**

# Acknowledging Contributions

- ❑ Keep all communication public, written and archived (transparent)
  - Highlight contributors when discussing something they worked on
- ❑ Identify what your contributors need to sustain their engagement
  - ❑ 'Thank you' emails (show gratitude!)
  - ❑ skill training, mentoring and workshops
  - ❑ dedicated public document to highlight their work
  - ❑ honorarium or fellowship for significant contributors
  - ❑ community leadership roles and development opportunity
  - ❑ community discussions and participation in decision-making
  - ❑ Pathways to take breaks, practices and resources for self-care

Dear Open Source  
contributors,  
**Thank you!**



Please visit the GitHub repository for full tutorial:  
[github.com/jupytercon/2020-OpenSourceCommunities](https://github.com/jupytercon/2020-OpenSourceCommunities)

**Thanks**