



WELCOME LETTER TO THE OPEN SOURCE STEERING COMMITTEE

Dear Steering Committee Member,

We're thrilled to have you join us as an inaugural member of the **Open Source Steering Committee** at the Center for Open Science (COS). We are deeply grateful for your willingness to share your time, experience, and ideas with us—and with each other—as we work together to shape the future of open source infrastructure in the open science space.

👋 I'm Daniel Steger, COS's Technical Community Manager, and I'll be co-leading this committee alongside **Futa Ikeda**, one of our engineers. Together, we're excited to build a strong and engaged community that not only supports and maintains open infrastructure but also actively guides its direction.

The purpose of this committee is twofold:

- **Support and grow an open source community** around COS tools and services, ensuring that contributors feel empowered, valued, and connected.
- **Offer recommendations to COS leadership** on priority projects, sustainability strategies, and opportunities for open collaboration.

Your voice on this committee matters and we know your time is valuable, and we'll do our best to keep things streamlined and impactful. Expect monthly meetings, async discussion on our Discord, and opportunities to weigh in on community decisions, project direction, and even dispute resolution when needed. You're also encouraged to propose new ideas or pilot initiatives you believe will benefit the broader ecosystem.

We can't wait to get started and see what we can accomplish together. Thank you again for being here and for helping us build something meaningful, transparent, and community-driven.

With appreciation,

Technical Community Manager
Center for Open Science

Senior Software Engineer
Center for Open Science



CENTER FOR
OPEN SCIENCE

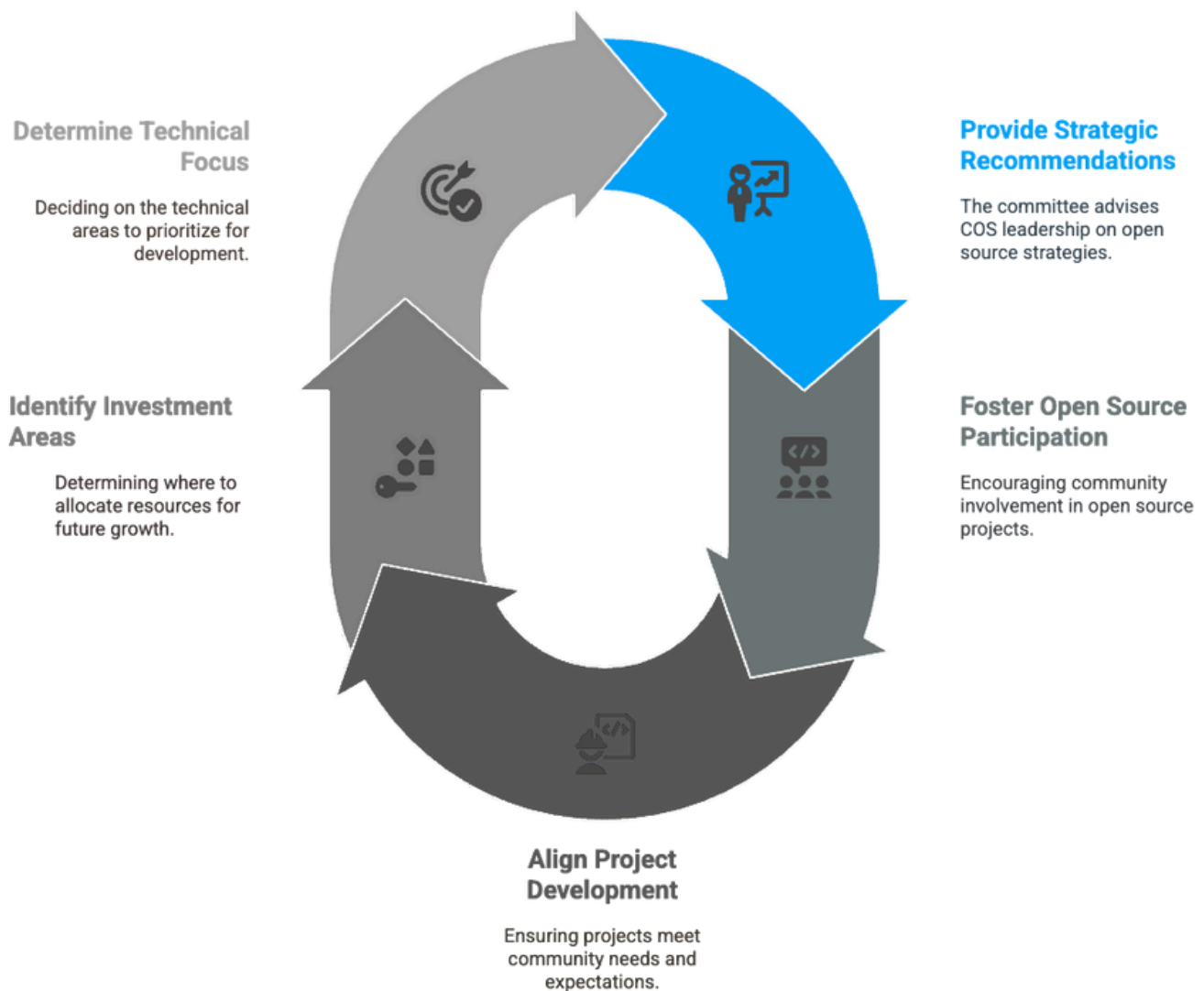


Open Source Steering Committee Charter

2025

1. Mission Statement

The Open Source Steering Committee exists to guide the development of a vibrant, sustainable, and inclusive open source community within the open science ecosystem. The committee offers strategic recommendations to COS leadership on fostering open source participation, aligning project development with community needs, and identifying next areas of investment and technical focus.



2. Membership

Composition:

The committee consists of 6–10 members from across open science domains, open source contributors, COS staff, and affiliated partners. Members will represent diverse technical, research, and community-building perspectives.

Terms:

- Committee members serve 1-year renewable terms, reviewed annually.
- Option to continue into a second consecutive year (max: 2 years).
- Rolling membership review every 12 months to ensure continuity and renewal.

Selection:

Members are invited by the committee leads or nominated by current members, with final appointments confirmed by COS.

3. Roles & Responsibilities

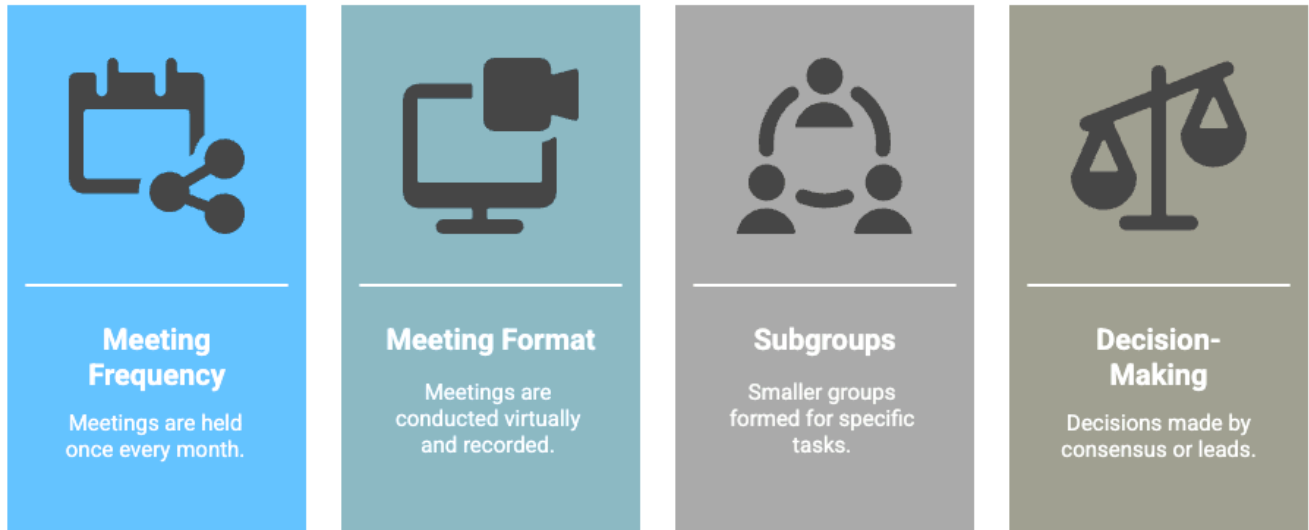
Committee Leads:

Name	Role	Description
Daniel Steger (COS Community Lead)	Technical Community Manager	Facilitates community engagement, drives meeting agendas, and ensures alignment with COS open source strategy.
Futa Ikeda (COS Community Lead)	Senior Software Engineer	Provides technical context, feasibility assessments, and ensures COS engineering alignment.

Committee Members Expectations :

- Attend regular meetings
- Provide community insight and technical recommendations
- Advocate for open source best practices
- Review and contribute to quarterly recommendations

4. Organizational Structure



Meeting Frequency: Monthly

- **Meeting Format:** Virtual (with recordings or notes shared for transparency)
- **Subgroups:** May be formed to explore specific focus areas (e.g., documentation, contributor onboarding, tooling)
- **Decision-Making:** Recommendations are made by consensus; if consensus is not possible, the leads make a final call with input from COS

5. Decision-Making Authority



The committee serves in an **advisory capacity** and does not make binding decisions. It recommends:

- Strategic directions for open source community building
- Priority projects and improvements aligned with open science goals
- Ways to lower barriers to contribution and increase transparency

Final decisions are made by COS leadership based on committee input.

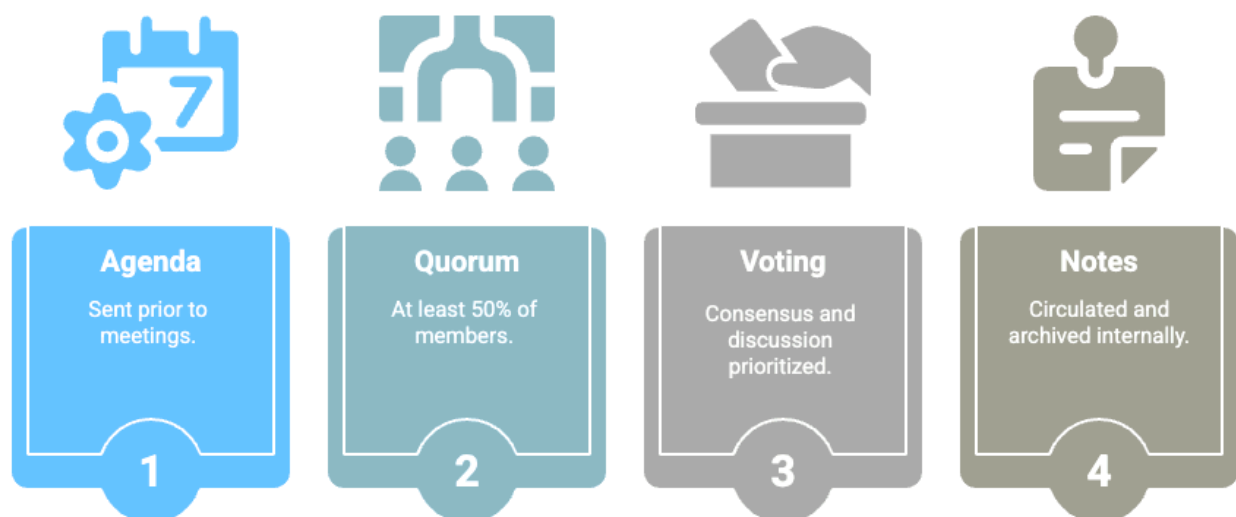
6. Responsibilities

- Identify gaps and opportunities in COS's open source efforts
- Advise on best practices for community contribution, engagement, and recognition
- Evaluate and recommend new technical projects or areas of development
- Assess success and sustainability of current open source efforts
- Collaborate with COS staff to inform roadmap development
- Assist in resolving community disputes and contributor concerns

7. Reporting Procedures

- The committee will submit a formal **Quarterly Report of Recommendations** to COS leadership
- Reports will include project recommendations, community observations, participation metrics, and identified challenges
- A summary of each report will be made public when appropriate, to support transparency and community trust

8. Meeting Procedures



- **Agenda:** Sent at least 3 days prior to meetings by the leads
- **Quorum:** At least 50% of current members
- **Voting:** Informal voting may occur to gauge support for recommendations, but consensus and discussion are prioritized
- **Notes:** Meeting notes will be circulated after each session and archived internally

9. Conflict Resolution

The committee plays a proactive role in resolving conflicts both within the committee and within the broader open source community.

- **Internal Conflicts:** Disagreements among committee members are addressed through respectful discussion. If unresolved, the leads will mediate and escalate to COS leadership if necessary.
- **Community Disputes:** The committee serves as a trusted, neutral advisory group to help navigate disputes within the open source community. Members may review cases, provide guidance, and

recommend actions in alignment with the community Code of Conduct and COS values

10. Amendment Procedures

- Amendments to this charter may be proposed by any committee member
- Changes require review by the leads and approval from the COS leadership team
- Approved changes will be communicated to all members and reflected in the next committee meeting



Directory

2025

Roles & Responsibilities

Name	Role	Description	Contact Info
Daniel Steger (COS Community Lead)	<i>Technical Community Manager</i>	Facilitates community engagement, supports onboarding, drives program logistics, and ensures alignment with COS's open source strategy.	Daniel@cos.io
Futa Ikeda (COS Community Lead)	<i>Senior Software Engineer</i>	Provides technical guidance, feasibility assessments, and engineering mentorship to awardee teams.	Futa@cos.io



Communication Pathways

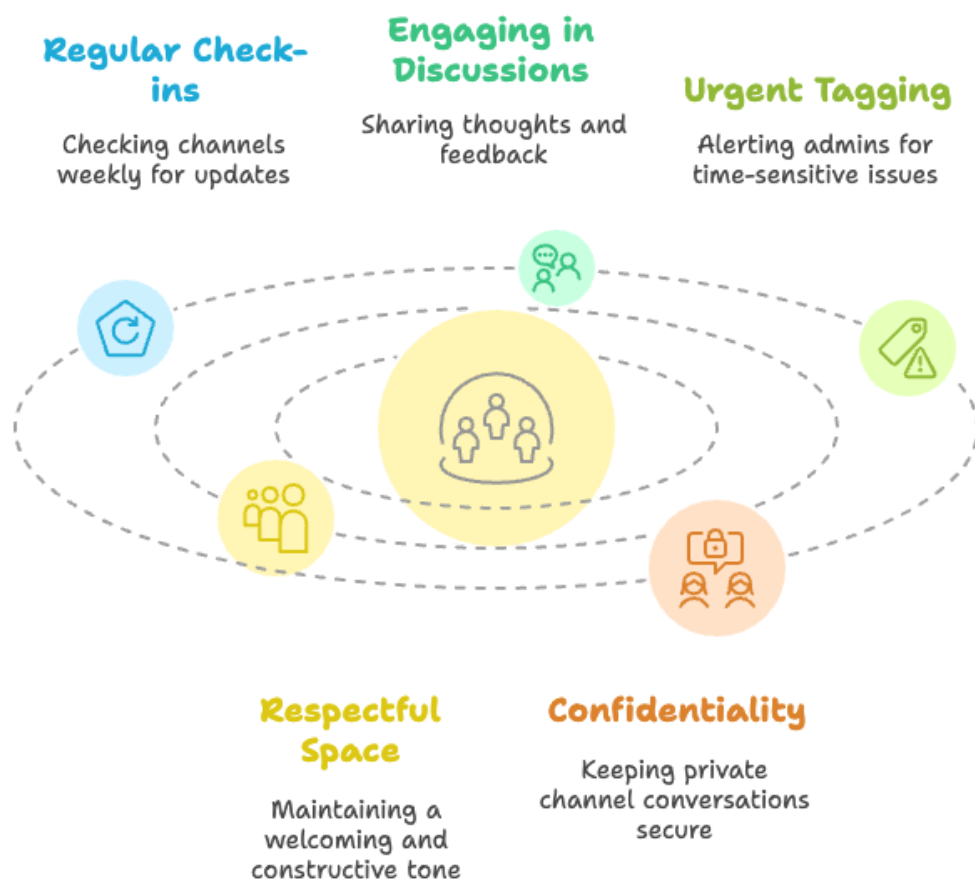
2025

We believe that strong, transparent, and timely communication is essential for the success of this committee—and for the open source community we aim to support.

To facilitate ongoing conversations, we will primarily use our **COS Open Source Discord Server**.

👉 [\[Discord Invite Link Here\]](#)

Once you've joined, you'll be added to a **private channel specifically for Steering Committee members**, where we'll hold async discussions, share documents, provide updates, and prep for meetings. This channel will serve as our primary hub for collaboration between scheduled meetings.



Expectations for Discord Participation:

- **✅ Check in regularly:** While we understand you have other commitments, we ask that you check the channels at least once a week for updates or requests.
- **💬 Engage in discussion:** Share your thoughts, questions, and feedback as time allows. All voices are welcome and valued.
- **🔊 Tag when urgent:** If something is time-sensitive, use [@Daniel](#) or [@Futa](#) to alert us directly.

- 🙌 **Respect the space:** We strive for a welcoming, inclusive, and constructive tone. Disagreements are okay—disrespect is not.
- 🤫 **Keep it confidential:** Conversations in the private channel are not to be shared outside the committee unless explicitly approved.

Alternative Contact:

If Discord is down or it's not your preferred method of communication, you are always welcome to contact me directly:

✉️ **Daniel Steger – daniel@cos.io**

We're here to support you, and we'll be checking in regularly to make sure this channel and our process are working for everyone. If you ever feel communication could be improved or streamlined, let us know!



Meeting Logistics

2025

We want to make our meetings meaningful, efficient, and easy to participate in. Here's what to expect in terms of scheduling, format, and documentation:



Scheduling Our First Meeting

We'll use a scheduling tool to find a time that works best for everyone.

👉 A **Doodle poll** will be shared soon to book the first meeting.

Once we've selected a time, we'll establish a **recurring monthly meeting** at that slot moving forward.



Meeting Cadence & Format

- **Frequency:** Monthly
- **Duration:** ~60 minutes (some meetings may run shorter depending on agenda)

Platform: Zoom (a recurring calendar invite with Zoom/Google Meet details will follow once scheduled)



Agendas & Note Sharing

- **Meeting agendas** will be drafted and shared **at least 3 days before each meeting**.
- We'll begin using **Google Docs** for agendas and notes, but we're open to switching to another platform (like OSF Projects, Notion, or HackMD) based on committee preference.

Meeting notes and action items will be stored and accessible to all members to ensure transparency and continuity.

If you have a favorite tool for collaboration or note taking, please let us know—we're happy to adapt to what works best for the group.

Code Of Conduct & Reporting

2025

As an Open Source Awardee, you are not only building infrastructure—you're also shaping the tone and culture of our contributor community. COS is committed to fostering a welcoming, inclusive, and harassment-free environment for everyone, regardless of background, identity, or experience level.

The [COS Events Code of Conduct](#) applies to all COS-affiliated spaces, including:

- Your project's Discord channel and GitHub issues
- Office hours and scrums
- Community onboarding calls

The in-person hackathon and any virtual events

Behavioral Expectations

We ask that all awardees and collaborators:

- Treat others with respect and consideration, valuing a diversity of views and experiences.
- Communicate openly and constructively, using inclusive and non-discriminatory language.
- Listen actively, assume positive intent, and remain open to feedback.
- Refrain from behavior that could be perceived as harassing, intimidating, or exclusionary.

Foster a collaborative and supportive environment where all voices can be heard.

Unacceptable behaviors include—but are not limited to—harassment, bullying, hate speech, threats, and sustained disruption of discussions or events.

Reporting Process

All reports of misconduct or inappropriate behavior should be directed to the **Discord moderation team** or a designated **COS community representative** (such as Futa or Daniel).

If the concern involves a **COS staff member**, it should be reported directly to the **COS HR team** at HR@cos.io.

You may report concerns via:

- Direct message to a Discord moderator
- Direct outreach to a designated COS community representative

Email (for staff-related issues: HR@cos.io)

When possible, please include relevant details and any supporting evidence.



Review & Response

Reports are reviewed promptly and handled with care:

- Reports made through Discord or COS representatives are triaged and escalated as appropriate.
- Reports involving COS staff are reviewed by the COS HR team, sometimes in collaboration with an independent review panel.

Investigations are conducted impartially, respectfully, and transparently where feasible.

Potential outcomes include:

- Mediation or facilitated conversation
- Formal warnings
- Temporary suspension from community spaces
- Permanent removal from the Steering Committee or broader community



Accountability & Community Trust

Everyone—including COS staff and leadership—is held to the same community standards.

COS regularly reviews Code of Conduct enforcement to ensure fairness and transparency.

If you have questions or would like to talk through a concern informally, you're welcome to reach out to **Daniel Steger** at Daniel@cos.io, who is happy to support you and help guide next steps.



Resources and Reading

2025

To help you get oriented and stay connected with COS's open source community, we've compiled a few key resources. These materials will support your work on the Steering Committee and keep you informed about current projects and collaboration opportunities.

Community Hub

- **OSF Open Source Community Page**

<https://github.com/CenterForOpenScience/community>

This GitHub repository is our central hub for open source community updates, collaboration, and contribution guidelines. Here, you'll find:

- Community standards and contribution expectations
- Links to relevant working groups, discussion threads, and documentation

Open issues and opportunities for contribution

Current Projects

Once all committee members are confirmed, we will share a curated list of:

- **Active open source projects** maintained or supported by COS
- Key goals, timelines, and lead contributors for each project
- Opportunities for Steering Committee members to weigh in on direction or join collaborative efforts

Timeline & Expectations

2025

As a Steering Committee member, your contributions will help guide the future of COS's open source efforts. Below is a breakdown of key milestones, expectations, and timelines to help you plan your participation.

Key Dates

- **First Steering Committee Meeting:**

Will be scheduled within the **first two weeks** after you receive this welcome packet. A Doodle poll will be shared soon to coordinate availability.

Quarterly Report Cycles:






The committee will produce a report of community-informed recommendations **once per quarter**, following the **standard business calendar** (March, June, September, December).

Input for each report is welcome during meetings or via Discord conversations.

Final input is due at least 3 days before the report is finalized to allow time for synthesis and review.

First Month Checklist

To get up to speed and connected with the rest of the committee and the community, please aim to do the following in your first month:

-  **Join the Discord server** (invite link in the Communication Pathways section)
 - Introduce yourself in the appropriate community channel.
 - Join the private Steering Committee channel to begin engaging with other members.
-  **Read this Welcome Packet** thoroughly, including the Steering Committee Charter and Code of Conduct.
-  **Attend the onboarding call** (scheduled based on availability) to get an overview of COS's open source systems and how the committee fits in.
-  **Participate in the first Steering Committee meeting**
 - Help shape the meeting cadence and priorities moving forward.
 - Begin contributing insights and raising ideas for consideration in the first quarterly report.
-  **Respond to any open scheduling polls** for upcoming meetings or community events.

This timeline helps ensure everyone gets off to a strong start and lays the groundwork for impactful collaboration throughout the year.



Frequently Asked Questions (FAQs)

2025

💡 How do I submit an idea or project proposal?

As a Steering Committee member, you are encouraged to bring forward suggestions and promote potential integrations or enhancements to the OSF open source ecosystem. If you wish to formally submit a project proposal, you may do so—but you will be required to **recuse yourself from the evaluation and recommendation process** for that specific proposal to avoid conflicts of interest.

📅 What if I miss a meeting?

We understand that conflicts come up. Meeting notes will be recorded and shared after each meeting. If you miss a session and want to follow up on any key discussions or decisions, you are welcome to reach out directly to **Daniel (daniel@cos.io)** for a summary or clarification.

🗣️ How will my feedback be used?

Your insights will help guide COS's open source priorities and shape the development of our community and tools. This committee serves as a critical feedback loop to COS leadership—you **are the voice of the open source community**, and your input helps ensure that community needs are reflected in decision-making and future planning.

🏆 Are there any recognition or contributor pathways?

While we currently do not offer monetary compensation for committee service, we are actively exploring non-monetary recognition opportunities. With your permission, we'd love to highlight your contributions on:

- The **COS website**
- **Community newsletters**
- **Social media and marketing platforms**

This visibility helps build your reputation in the open science and open source spaces, and demonstrates the important role you're playing in shaping this work.