

**WEST Governance**  
(rev. March 2019)

An Executive Committee and an Operations and Collections Council oversee the Western Regional Storage Trust (WEST). This document outlines the purpose, composition, terms, and election or appointment processes for the WEST Executive Committee, Operations and Collections Council, and subcommittees. It also describes the roles and responsibilities of the WEST Program Officer and Operations and Collections Analyst.

**Executive Committee**

**Charge**

The Executive Committee meets monthly and is responsible for and charged to:

1. Establish strategic directions for the program;
2. Review and secure resources, including establishing and overseeing a program budget, to achieve the strategic directions;
3. Establish an archive creation budget for the Operations and Collections Council for each two year period to determine the scope and number of journal titles that can be archived and processed in each archive cycle;
4. Review and approve new or adjustments to existing policies, guidelines and business models recommended by the Operations and Collections Council;
5. Make decisions about archived holdings, including holdings for terminating members, with recommendations from the Operations and Collections Council;
6. Appoint the Operations and Collections Council;
7. Establish other committees, as it may need, from time to time;
8. Advocate for program strategies with peer institutions;
9. Advocate for program strategies with other organizations and service providers;
10. Establish and approve membership strategies and criteria; and
11. Provide an annual report to members.

Full meeting notes are distributed to the Executive Committee via email and archived internally by the administrative host; brief meeting notes are posted publicly on the WEST wiki.

**Composition of the Executive Committee**

The Executive Committee is composed of:

1. Five (5) voting representatives from members that are Archive Holders or Archive Builders; at least two (2) of these representatives are from Archive Builders;
2. Three (3) voting representatives from members that are non-Archive Holders;
3. One (1) voting member from the WEST Administrative Host;
4. Non-voting staff which includes the WEST Program Officer and additional support staff, as needed (e.g. WEST Operations and Collections Analyst).

5. The committee has a Chairperson, Vice-Chair, and Past-Chair for continuity of leadership. Each normally serves a one-year term during their three-year appointment to the Executive Committee. Each is a WEST Executive Committee member, drawn from the voting members excluding the Administrative Host. Candidates for Vice Chair are identified through consultation between the incoming Chair and Program Manager.
6. The Vice-Chair is responsible for the Membership subcommittee, the Past-Chair is responsible for the Finance subcommittee and the Chairperson serves on the Rosemont Shared Print Alliance Executive Committee. Each may recruit additional members from the Executive Committee to perform the subcommittee functions.

### **Terms of Office**

The nine (9) elected representatives will normally serve terms of three (3) calendar years beginning in January, with staggered terms to ensure continuity and the possibility of renewal. Typically, a representative's term may be renewed once (for up to three years). Renewals are affirmed alongside new appointments through yearly elections.

### **Candidates**

1. Elected representatives to the Executive Committee will be the Library Director, Dean, or Primary Contact of a WEST member library or WEST consortium member.
2. The WEST Chair shall form a nominating committee with the WEST Program Officer and one other Executive Committee member (typically the Vice-Chair) to propose names of representatives to appear on the ballot, representing the required categories (Archive Holder, Archive Builder, non-Archive Holder.)

### **Elections**

1. The WEST Administrative Host will implement an online voting mechanism to be made available to WEST members for purposes of electing the WEST Executive Committee.
2. The nominations and elections process occurs in November/December such that new elected members begin their appointments in January.
3. One ballot is cast per institution. The voting mechanism is publicized to WEST Directors and Primary Contacts. The Library Director or Primary Contact may cast a ballot; only one per institution will be counted. If different, the Library Director's vote will be counted.
4. For consortial members, the Director and Primary contact of the consortium may cast a ballot, in addition to the Director and Primary contact of each constituent member. One vote per institution is counted; the consortium seat is considered a separate institution for purposes of counting ballots.

5. The election will be considered valid if at least 51% of eligible WEST institutions vote during the voting period.

### **Executive Subcommittees**

The Executive Committee has subcommittees for certain functions. Subcommittees are convened and coordinated by the Chair, Vice-Chair, or Past-Chair as indicated and conduct work between monthly meetings.

The Chair solicits interest and appoints or assigns executive committee members to subcommittees. Subcommittee appointments are typically reviewed and adjusted annually in November/December, when new Executive Committee members are elected.

Subcommittees are responsible for:

7. **Membership subcommittee.** (Vice-Chair)
  - a. Manage membership in the program.
  - b. Review and recommend criteria for new members.
  - c. Cultivate new members.
  - d. Engage with potential terminating members.
8. **Finance subcommittee.** (Past-Chair)
  - a. Review periodic expense and income reports provided by the WEST Program Officer.
  - b. Review multi-year budget projections prepared by the Program Officer.
9. **WEST delegates to the Rosemont Shared Print Alliance Executive Committee.** The WEST Executive Committee Chair serves on the Rosemont Shared Print Alliance Executive Committee as well as other WEST Executive Committee members proportional to the number of WEST members. (See Rosemont Governance).
  - a. WEST delegates serve staggered terms on the Rosemont Executive Committee; each January, the senior WEST representative on the Rosemont Executive Committee cycles off, as the incoming WEST Executive Chair cycles on.
  - b. WEST delegates to the Rosemont Shared Print Alliance Executive Committee represent WEST's interests, work to coordinate the programs and keep WEST Executive and Operations and Collections Council apprised of Rosemont developments.
  - c. The WEST Program Officer serves on the Rosemont Shared Print Alliance Operations Committee and represents WEST's interests. The WEST Program Officer also serves a one-year term, which rotates annually among shared print program officers, on the Rosemont Shared Print Alliance Executive Committee. The WEST program officer works to coordinate the programs and also keep WEST Executive and Operations and Collections Council apprised of Rosemont developments.

## **Operations and Collections Council**

### **Charge**

The Operations and Collections Council meets monthly and reports to and is appointed by the WEST Executive Committee. It is responsible for and charged to:

1. Review, revise and establish WEST's policies (collections/risk model, disclosure, registration, collections analysis, validation, environmental standards, etc.);
2. Make recommendations for policy and business model changes to the Executive Committee;
3. Oversee the process to review and prioritize journal titles and title nominations for inclusion in the WEST Archive;
4. Facilitate WEST member engagement in operations, including training;
5. Coordinate operations with the Rosemont Shared Print Alliance;
6. Recommend options for archived holdings for terminating members.

Meeting notes are posted on the WEST wiki.

### **Composition and Candidates**

The WEST Operations and Collections Council (OCC) is comprised of nine (9) to eleven (11) voting members. Additional, non-voting staff include the WEST Program Officer and the WEST Operations and Collections Analyst.

Members are selected for their expertise and may be recommended by any WEST member to the WEST Executive Committee. OCC members should have an interest in the long-term preservation of scholarly content (whether held locally or elsewhere) and be capable of engaging staff at their institutions or influencing engagement of staff at other institutions to explore and implement operational policies or technical challenges (e.g. senior collections officers, AULs, or directors of storage facilities).

In addition to expertise, WEST strives to

- maintain a balance on the committee of archive holders, non-archive holders, and archive builders
- maintain a balance of geographical representation of member institutions

### **Terms of Office**

Members serve for three-year terms with possibility of renewal. Typically, a member's term may be renewed once (for up to three years). Members may request reappointment. Terms are staggered to ensure continuity over time.

## **Operations Subcommittees**

The Operations and Collections Council may appoint subcommittees and task forces, but handles most things internally to keep administrative costs for the program low.

### **Archive Builder Forum**

#### **Charge**

The Archive Builder Forum meets quarterly or bi-monthly, as needed, and reports to and is appointed by the Operations and Collections Council. It is charged to:

1. Share experiences, techniques and contacts among Archive Builders
2. Report archive creation status

#### **Composition and Candidates**

The Archive Builder Forum is comprised of project coordinators at each Builder location, typically individuals who oversee WEST archive creation operations at a storage facility.

### **Program Officer**

The WEST Program Officer serves on the WEST Executive Committee and Operations and Collections Council as a non-voting member and as a liaison between the committees. The Program Officer is charged to:

1. convene WEST Committees and WEST member meetings;
2. develop initial vision and strategies for the program for consideration and refinement by the Committees;
3. oversee and manage WEST's finances and grants;
4. establish high-level program plans;
5. administer WEST membership;
6. facilitate WEST member engagement in the program and WEST engagement with other organizations and shared print programs;
7. serve on the Rosemont Shared Print Alliance Operations Committee and represent WEST's interests in Rosemont;
8. oversee WEST decision-support systems development and future strategies for collections analyses, registration, access and discovery.

The Program Officer works closely with the WEST Executive Committee and Committee Chair, as well as external organizations and other shared print programs to guide the WEST program.

### **WEST Operations and Collection Analyst**

The Operations and Collections Analyst serves on the Operations and Collections Council and attends the Executive Committee and is charged to:

1. prepare reports including collection analyses, archiving projections, and candidate journal title lists for consideration by the WEST Operations and Collections Council;
2. provide communication support (member training, committee meeting notes, wiki, website and email lists);
3. provide project management for WEST's decision-support systems;
4. coordinate with external entities such as OCLC for registration of WEST's holdings;
5. coordinate with WEST Archive Holders to gather statistics or facilitate participation in WEST's operations;
6. manage archive cycle work plans;
7. analyze policies and decision-support technologies and recommend changes over time, as needed.

The Operations and Collections Analyst works closely with the Program Officer and Operations and Collections Council.