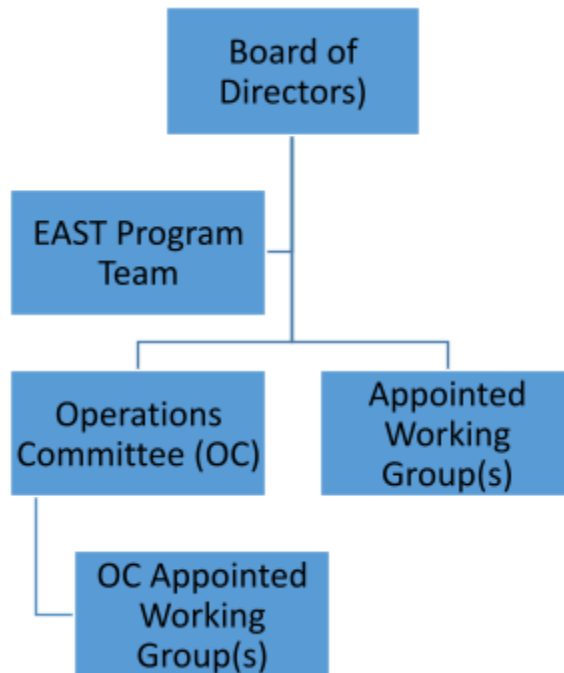




## General Governance Policies

*Revised September 2023*

The Eastern Academic Scholars' Trust (EAST) is a tax-exempt 501(c)(3) registered in the Commonwealth of Massachusetts. Our primary governing body is the EAST Board of Directors whose work is supported by a standing Operations Committee, ad hoc Working Groups, and the EAST Program Team. All are described further below and represented in this organizational chart:



### EAST Board of Directors

The EAST Board of Directors provides the primary governance for EAST. In addition to its legal and fiduciary responsibilities, the Board is responsible for approving EAST policies and procedures, EAST membership fees or other cost sharing fees, as well as approving any membership or retention changes. The Board provides oversight of the Operations Committee as well as the EAST Program Team and any Working Groups that it directly appoints.

The Board represents the diversity of institutions in the EAST membership. Board Directors serve a three-year term and are nominated by the EAST membership through the representative Voting Members.

The Board includes members from each of the categories below in order to provide a diversity of perspective but are expected to act for the good of the whole of EAST.

- Doctoral institutions
- Baccalaureate institutions
- Masters institutions

In addition, a seat on the Board is set aside for representation by an EAST Supporting Partner. EAST encourages libraries from non-traditional institutions as well as those from participating library consortia to participate in EAST's governance through the Board of Directors.

In addition to the Board President, Vice-President, Treasurer and Clerk, the Board elects a chair or co-chairs from among its members who will serve for the duration of that member's term.

The Board shall have authority to make adjustments to its membership if circumstances require, but in no case shall the membership not include representatives from the diversity of EAST member libraries.

The EAST Director (whose role is described in more detail below under EAST Program Team) may propose to the President or Clerk to convene occasional meetings of a subset of the full Board to advise on issues scheduled for discussion by the full Board in an upcoming meeting and may propose that the Board form task forces as appropriate to address issues of importance across the membership.

### Operations Committee

The EAST Operations Committee (OC) is responsible for development, implementation, and operationalization of policies and procedures for EAST. Any policy or procedural recommendations from the OC require the approval by the Board of Directors prior to implementation. The OC works closely with the EAST Program Team and may recommend the appointment of ad hoc Working Groups (see below) to address specific policy or procedural issues.

The OC is a standing committee and includes 6 – 10 members with representation from Retention Partner institutions as well as across the diversity of the EAST membership based on type of institution, size of library collection, etc. A representative will be drawn from the Resource Sharing Working Group.

Individuals at EAST members self-nominate for election to the Operations Committee. The final roster is voted on by the EAST Voting Members and finalized by the Board of Directors. Once elected an OC member serves for two years. Should an OC member leave an EAST institution or be unwilling or unable to serve, the Board will appoint a replacement to serve the remainder of that member's term.

### Working Groups

Working Groups may be appointed by either the Operations Committee or the Board of Directors. Working Groups are typically focused on addressing a specific topic or issue, such as reviewing the collection analysis for a designated cohort or providing counsel and oversight for special projects. Working Groups may also be formed to assist the EAST Program Team in developing documentation or training materials for the member libraries.

Working Group members will typically be self-nominated and will serve throughout the term of the Group. Prior to the formation of a Working Group, the EAST Program Team and/or Operations Committee shall develop a charge for the group to be approved by the Board of Directors. Working Groups shall report back on a regular basis to either the OC or the Board, depending on which body appointed the group. Any policy or procedural changes recommended by a Working Group must be approved by the Board prior to implementation.

### EAST Program Team

The EAST Program Team includes salaried staff who provide project management, data support, and general administrative and program direction. The EAST Program Team is funded through membership fees and grants. While the staffing of the Program Team may vary over time, it is expected to include:

- The Director – The Director manages the EAST Program Team staff with oversight from the Board and is responsible for financial and fiscal management including grant and personnel management. The Director reports to the Board of Directors.
- The Program Manager – this position is responsible for planning and executing the EAST plan including development of schedules, coordination with other Program Team members as well as with the Board, Operations Committee and Working Group(s) and ongoing communication with members including convening of any member meetings and ongoing maintenance of the EAST website. The Program Manager also provides technical and systems level support to the EAST membership on an ongoing basis.
- The Shared Print Consultant – this position assists the EAST Program Team in developing policies and procedures as well as coordinating with other shared print and related initiatives.

The Program Manager and Shared Print Consultant report to the EAST Director with oversight from the Board.