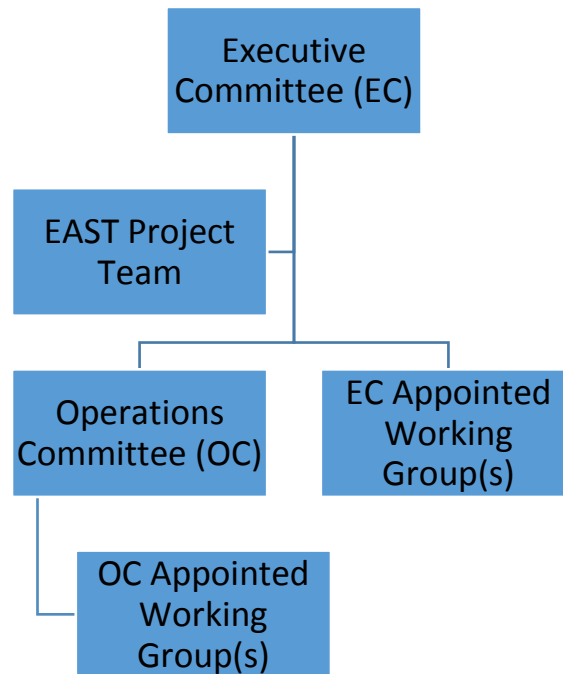


General Governance Policies

Revised July, 2018

The Eastern Academic Scholars’ Trust (EAST) is governed by an elected Executive Committee whose work is supported by a standing Operations Committee, ad hoc Working Groups, and the EAST Project Team. All are described further below and represented in this organizational chart:



Executive Committee

The Executive Committee (EC) provides the primary governance for EAST. The EC 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 EC provides oversight of the Operations Committee as well as the EAST Project Team and any Working Groups that it directly appoints.

The EC represents the diversity of institutions in the EAST membership. It includes six elected members per the categories of EAST membership listed below. All EC members will serve a two-year term. Should an EC member leave an EAST institution, move to a different category of EAST institution per the categories listed below, or no longer be able or willing to serve, the EC shall appoint a replacement to serve the remainder of that member’s term. At the conclusion of the terms of membership, the voting members of EAST shall elect new members to sit on the EC for the standard two-year term. EC members will be elected by a simple majority.

The EC shall include members from each of the six categories of institutions listed below. Members are elected from these categories in order to provide a diversity of perspective but are expected to act for the good of the whole of EAST.

1. Public Institutions of any size
2. Large Collections: collections larger than one million holdings
3. Medium Collections: collections from 300,000-999,000 holdings
4. Small Collections: collections smaller than 300,000 holdings
5. Serials/Journals Partners: members that have agreed to be Serials/Journals Retention Partners
6. Supporting Partners

In addition to these six elected members, the voting membership of the EAST Executive Committee shall include:

- A representative from an EAST library that is a member of the administrative host organization, currently the BLC
- If EAST is currently receiving grant funding, the Principal Investigator or one of the co-PI's from the largest of any current grants
- If EAST is not receiving grant funding, a representative of the EAST membership selected at large by a simple majority vote, such representative is expected to have experience of EAST and demonstrated ability to provide a broad perspective on issues that come before the EC. Should grant funding be received during this member's term, s/he will continue to serve along with the grant representative until the expiration of the term at which point only the grant representative will continue to serve for the remainder of the grant funding period.

The Executive Director of the administrative host, currently the BLC, shall also serve as a non-voting member of the EC, voting only in case of a tie.

The EC shall elect a chair from among its members who will serve as chair for the duration of that member's term.

The EC shall have authority to make short-term 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 Project Director (whose role is described in more detail below under [EAST Project Team](#)) may convene occasional meetings of a subset of the full Executive Committee to advise on issues scheduled for discussion by the full EC in an upcoming meeting and may propose that the EC 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 Executive Committee prior to implementation. The OC works closely with the EAST Project 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 – 8 members with representation from both Retention and Supporting Partner institutions as well as across the diversity of the EAST membership based on type of institution, size of library collection, etc.

Individuals at EAST members self-nominate for election to the Operations Committee. The final roster is approved by the Executive Committee and elected by the Voting Members via a simple majority. 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 Executive Committee 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 Executive Committee. 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 validation studies. Working Groups may also be formed to assist the EAST Project 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 Project Team and/or Operations Committee shall develop a charge for the group to be approved by the Executive Committee. Working Groups shall report back on a regular basis to either the OC or the EC, depending on which body appointed the group. Any policy or procedural changes recommended by a Working Group must be approved by the Executive Committee prior to implementation.

EAST Project Team

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

- The Project Director – this is the responsibility of the Executive Director of the Boston Library Consortium, the EAST administrative host. The Project Director manages the EAST Project Team staff with oversight from the Executive Committee and is responsible for financial and fiscal management including grant and personnel management.
- The Project Manager – this position is responsible for planning and executing the EAST plan including development of schedules, coordination with other Project Team members as well as with the Executive Committee, 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 Data Librarian(s) – this position provides technical and systems level support to the Project Manager and EAST members.
- The Shared Print Consultant – this position assists the EAST Project Team in developing policies and procedures as well as coordinating with other shared print and related initiatives.