Community Leadership Advisory Council Charter

Purpose
The primary purpose of the Community Leadership Advisory Council is to serve as a communication, feedback, and collaboration vehicle for libraries and library consortia that have implemented, or are planning for active deployment of, SimplyE on or before April 2020.

The goals of the Community Leadership Advisory Council include expanding the community of U.S. libraries using SimplyE; promoting and supporting the adoption of the platform; and considering plans for the long-term sustainability of the open source project.

In the pursuit of these objectives, the New York Public Library, the Digital Public Library of America, and LYRASIS are making the following commitments over a two-year period beginning in April 2019:

- NYPL is committing to develop and maintain the SimplyE app.
- DPLA is committing to do outreach and marketing to increase adoption of the SimplyE app by US libraries.
- LYRASIS is committing to providing implementation and technical support services for SimplyE.

Criteria for joining
Community Leadership Advisory Council members must be current stakeholders that have adopted SimplyE or plan to adopt in the near future. They must be prepared to commit time, resources, and funding to expand the community of users, support adoption of the platform, and consider the long-term sustainability of the open source software project.

The participation fee will be decided by the founding Advisory Council, and can be modified and adjusted as needed, by discussion and vote of the Advisory Council. The money gathered through participation fees will be used to fund resources as decided by the Advisory Council.

Each organization appointed to participate on the Advisory Council would have one seat and one vote.

The Community Leadership Advisory Council is charged with ensuring informed debate and knowledge sharing in the following areas:

1. PRODUCT DEVELOPMENT
   a. Provide guidance on features and functionality that are critical to increase adoption of the platform/app by further libraries
b. Discuss and agree the order of priorities critical to increase adoption of the platform/app by further libraries
c. Develop a process to collect end user feedback to inform/support evidence-based decision making

2. COMMUNICATIONS
   a. Contribute towards and support community communication platforms that provide information to current and future adopters and users of SimplyE, the platform, or related services
   b. Advise on marketing and outreach materials that could be used by libraries rolling out SimplyE to their patrons
   c. Advocate for SimplyE in order to generate interest and support for the project and contributing partners

3. ASSESSMENT
   a. Gather and disseminate information on the use and performance of SimplyE, the platform, or related services, to be shared with the group

4. SUSTAINABILITY
   a. Understand the full costs of developing, maintaining, and managing SimplyE, the platform, and related services
   b. Explore models for community contributions, both in-kind and financial
   c. Explore sustainability models for the long-term growth of SimplyE, the platform, and related services

Advisory Council’s duties and responsibilities
1. PARTICIPATE IN MEETINGS
   The Community Leadership Advisory Council sets its own meeting schedule, but in general will meet monthly, with meetings called by the Community Leadership Advisory Council Chair. The Chair will set the agenda based on feedback from the group.

2. ADVOCATE FOR SIMPLYE
   The Community Leadership Advisory Council as a whole may advocate for SimplyE with external funding sources, as appropriate, to support projects and programs of high interest to the Community Leadership Advisory Council and community at large.

3. PROVIDE INPUT TO INFORM SIMPLYE, THE PLATFORM AND RELATED SERVICES ROADMAP(S)
Every three months, the Community Leadership Advisory Council will review, discuss, and advise on development roadmaps looking out twelve months, considering the community’s priorities, user needs, and the projected available resources.

Between roadmaps, the Community Leadership Advisory Council will provide feedback and advice on member priorities, including proposed course corrections and unanticipated needs.

4. COLLECT FEEDBACK FROM SIMPLYE COMMUNITY
The Community Leadership Advisory Council will solicit input and provide a forum for community members to comment on proposed roadmaps, priorities, and future governance changes before final decisions are made.

5. ELECT COMMUNITY LEADERSHIP ADVISORY COUNCIL OFFICIALS
The Community Leadership Advisory Council will elect a chair, vice chair, and secretary for two-year terms.

6. DECISION MAKING
Decisio-making will be driven by consensus whenever possible. When consensus cannot be reached, proposals may be put to a vote, with each Community Leadership Advisory Council member having one vote.

The decisions of the Community Leadership Advisory Council represent the community’s position on the project’s priorities and overall direction. Members will commit resources on a best-effort basis to implement the Advisory Council’s decisions, which are focused on the increased adoption of SimplyE. However, Advisory Council approval of an initiative does not commit any particular member to devote resources to that initiative. Furthermore, resources provided by the Advisory Council are to be directed to efforts to increase SimplyE adoption and support the community; they are not to be directed to the development of the app/platform without prior approval from NYPL.

TERMS
The founding Community Leadership Advisory Council shall serve for three years with the ability to renew for a second term. New Community Leadership Advisory Council members may be nominated to join the Advisory Council after the first year, if they meet the criteria established.