



OSPI Master Charter

July 2004

Mission Statement

1. Create and sustain leading production ePortfolio software.
2. Platform for ePortfolio innovation for teaching and learning.
3. Influence and reflect best practices in portfolio thinking
3. Positively influence the movement of open source in education.

Organizing to Execute the Mission

The OSPI is a meritocracy—the more you do to advance the mission, the more you are allowed to do. It will be governed by an elected Board with 7 seats (plus/minus 2 as needed) representing the OSP community with volunteers willing and able to commit their time and energy to fulfill the mission. Included in the 7 seats the Board will nominate and elect a Chair and a Chair-elect. The Board will charter Workgroups and engage other individuals as necessary to fulfill the mission.

Roles and Responsibilities

Board

The Board is responsible to the OSPI community to carry out the necessary actions to achieve the mission. Each member of the Board will have a role and a defined set of responsibilities based on expertise and time commitment; Overall responsibilities of the Board include, but are not limited to:

- Partnerships with education associations
- Fiscal planning and management
- Software management
- Relationships with other open source projects
- Market development
- Communication
- Workgroup facilitation
- Commercial relationships
- Strategic planning

Workgroups

Workgroups will be responsible for specific activities and deliverables defined in their Workgroup Charter. Each Workgroup will have a Chair and a liaison to the Board.

Workgroup Formation and Guidelines

Anyone may submit a proposal to form a new Workgroup. The Board will accept proposals based on the following process and guidelines:

The process begins when a Workgroup Charter Template is completed and submitted to the Board electronically. The individual submitting the proposal will receive confirmation from the Board member responsible for Workgroup facilitation (Workgroup Facilitator). The Workgroup Facilitator will review the proposal for completeness and may request clarification or additional information.

Next, the proposal will be distributed to the entire Board and to the Chair of each Workgroup for review. The Workgroup Facilitator will consider input, make a determination, and respond to the submitter within 2 weeks of submission.

Workgroup Guidelines

1. The Workgroup Charter is the contract between the Workgroup Chair, the Board, and other Workgroups. Any changes in charter must be accepted as a revised Workgroup Charter using the same chartering process described above.
2. Workgroups will be empowered to act in accordance with their Charter and each will determine its own methods and practices.
3. Workgroups that generate revenue must include in their charter an agreement on how profits will be used. In general the Board will expect profits from Workgroup activities to be submitted to Board-managed accounts for the furthering of OSPI.
4. The Board reserves the right to revoke a Workgroup's charter at any time.
5. Workgroup Chair's are responsible to adhere to documented OSPI standards and policies.
6. Workgroup Chair's are permitted to use the OSPI brand in the execution of their responsibilities.

Board Nomination and Election

The Chair of the Board will solicit nominations 8 weeks prior to the end of a Board member's term. For a period of 4 weeks the Board will accept nominations using the OSPI Board Member Nomination Form. The Chair of the Board will share all nomination forms with the current Board and Chairs of each chartered Workgroup. The Chair of the Board will facilitate interviews with nominees and a vote in which each member of the Board and the Chair of each Workgroup is permitted one vote. A majority vote will determine the selection of the new Board member. If the vote is split, the Chair of the Board will make the final determination.

Terms

Board members will serve a 2 year term. The Chair of the Board and Chair-elect will each serve a 1 year term in parallel. At the end of the Chair's term, the Chair-elect will assume the role of Chair and a new Chair-elect will be elected by the Board.

The Chair of each Workgroup will serve for the duration of the Workgroup's charter unless replaced and approved by the Board.

Termination

A member of the Board may be terminated prior to the end of his/her term based on a consensus vote.

The Chair of each workgroup is empowered to carry out its activities and so may accept and remove members under its own terms.

Evolution and Modification of the Master Charter

The Board may, from time to time, make modifications to this master charter. A proposed modification will be submitted to the Board for review and comment. The Chair of the Board will call for a vote. A majority vote for the proposed change is necessary for the change to be adopted. All proposed changes will be posted on the OSPI website for Workgroup and community comment.