

Consortium of Northeastern Herbaria (CHN)
Recommendations for Governance (June 2009)

1. That we keep a Steering Committee for the present. To date, the Steering Committee has set the agenda for the group.

The Steering Committee currently consists of 11 members:

Patrick Sweeney, Yale University, Chairman
Bob Capers, University of Connecticut, Recording Secretary
Peter Desmet, Montréal Biodiversity Centre
Jennifer Doubt, Canadian Museum of Nature
Alina Freire-Fierro, Academy of Natural Sciences, Philadelphia
Michael Donoghue, Yale University
James Macklin, Harvard University
Chris Neefus, University of New Hampshire-Durham
Karen Searcy, University of Massachusetts-Amherst
Janet Sullivan, University of New Hampshire-Durham
Elizabeth Zacharias, Harvard University

2. That we keep open the option of an Executive Committee for making major organizational decisions should the Steering Committee be too large.

3. That the steering committee be composed of volunteers. That membership on the steering committee be a three-year term. These terms will be staggered. Membership can be renewed.

4. That the Chairman be elected by steering committee. To ensure continuity, the past and current Chairman should overlap for one year. The Chairman will serve a two year term and one as past chair.

5. That subcommittee categories and assignments be reconsidered annually. Subcommittee members can be "at-large," allowing for inclusion of individuals with particular skills. The Chair of each subcommittee should be a member of the Steering Committee.

The current subcommittees are:

- Informatics
- National Coordination
- Membership
- Conveners for the next annual meeting
- Funding & Grants
- Web Site (basic functionality, non-portal issues)
- Project

6. That the steering committee is charged with making routine business decisions for the Consortium, but they should seek the advice of the general membership at the annual meeting.

7. That if appropriate, a Memorandum of Understanding among member institutions be adopted (see attached example)

MEMORANDUM OF UNDERSTANDING: As an example, members of the California Consortium <<http://ucjeps.berkeley.edu/consortium/participants.html>> have agreed to cooperate under these guidelines:

Data made available to the Consortium will be freely shared among Consortium participants for as long as they wish to participate. This includes:

- Data gathered from botanical specimens (e.g., Label data)

- Data generated/interpreted from the specimen data (e.g., Latitude and Longitude data)
- Meta-data regarding the specimen data, (e.g., Taxonomic source)

In accordance with standards in collegiate data sharing:

- Credit will be given to each institution where original label data is used.
- Credit will be given to the Consortium, listing all herbaria participating, for the use of interpreted data (e.g., if existing records are used to geo-reference collections, it is not necessary to cite each collection, only that data from the Consortium, which includes these herbaria, was used).
- In using Consortium data participating herbaria agree to provide feedback to the institution the data comes from as appropriate (e.g., inform the originating institution of typographical errors or other data quality concerns).

All data is freely and readily available to the public, with the occasional exception of sensitive species data, which is determined at the discretion of each institutional curator.