

New Zealand Virtual Herbarium Governance Committee

Terms of Reference

Background

The New Zealand Virtual Herbarium (NZVH) is a set of online web resources developed and made available by the members of the New Zealand National Herbarium Network (NZNHN). The purpose of the Virtual Herbarium is to make data from the members more accessible through development of a set of online tools.

The NZVH Governance Committee was formed by the NZNHN Executive in August 2008, under clause 11 of the NZNHN Constitution. It was initiated following successful application to TFBIS to implement the NZVH based on the software used to deliver the Australian Virtual Herbarium (version 3).

These terms of reference were discussed at the inaugural Committee Meeting and at NZNHN 2008 Annual Meeting, and endorsed out of session on 13th February 2009.

Definitions

Project Manager: the manager of any project that is active in the development, enhancement or maintenance of the NZVH

Stakeholder: A person or group with an interest in the Virtual Herbarium. This will include data providers, users and funders.

Purpose of the Governance Committee

The NZVH Governance Committee has been established with the purpose of

- ensuring the long term success and future of the NZVH
- ensuring that NZVH is run in an ethical manner, such that the 'good standing' of the NZNHN and NZVH is maintained
- providing a point of communication for stakeholders in the NZVH

Functions

To oversee the implementation and ongoing development of the NZVH

- Coordinating applications for funding to maintain or enhance the NZVH
- To approve a strategy and priorities for the NZVH
- Ensure that the Intellectual Property and copyrights rights of all parties are not compromised by the development or operation of the NZVH.
- Ensure that the information and quality of data provided to and by the NZVH meets the agreed standards, and remove data that does not meet these standards.
- To communicate and engage with current and potential stake holders in the NZVH.
- To work with project managers
 - to agree on project plans and communication plans (including reporting to funding agencies)
 - provide advice to the project manager
 - ensure the wishes of the funding agencies are met.
- To approve the registration of users to the restricted area

Membership

The members of the Governance Committee will be the members of the Executive of the NZNHN, and any other person(s) co-opted as a temporary non-voting member of the Committee to provide expertise.

The Chair of the governance committee will normally be the current chair of the NZNHN. However, by consensus agreement, the Committee may choose another member of the Committee to be the Chair.

Workings of committee

- Governance committee may work through email, teleconference, videoconference or meetings.
- The Committee will meet annually, normally in conjunction with the NZHNN Annual meeting. Other meetings of the Committee may be initiated by a member of the Committee, two NZNHN members, or Project Manager
- The committee will work by majority agreement. In the event of a tied vote the matter will be referred to the full NZNHN membership.
- The Terms of Reference will be reviewed at the NZNHN annual meeting.
- Minutes from Committee meetings will be posted in the members section of the NZNHN website

Reporting

The Governance Committee will report to the NZNHN Annual Meeting, and at other times as requested by the NZNHN.

The Committee will provide information on the NZVH that will be reported to Council of Heads of Australasian Herbaria by an attending member of the NZNHN or selected representative.

If appropriate, the Committee may report, or assist with reporting, of any projects that are developing or implementing parts of the NZVH.