



Preamble

Communities are networks of functional practitioners engaged in activities common to most, if not all, COPPUL libraries. They normally provide support and guidance across their community, but may occasionally identify policy and/or procedural recommendations for consideration by the Board and endorsement by the directors. Communities report to the board through the executive director. Communities may establish working groups.

Purpose

Reporting to the CDSN Standing Committee, the Community of Practice (Community) is an inclusive group that aims to build digital preservation capacity through peer collaboration and knowledge sharing.

Community activities are facilitated by a small Planning Committee, composed of Community members.

Key activities include:

1. **Fostering communities of practice:** the Planning Committee hosts regular professional development sessions that provide members with opportunities to share experiences and exchange real-world strategies. The Planning Committee also maintains communication channels (i.e. listserv, Slack) where these discussions can continue asynchronously, and where members can seek ongoing support.
2. **Sharing resources:** Establishes mechanisms to share, and support development of, preservation-related documentation and best-practice resources.
3. **Showcasing member expertise:** Identifies opportunities to promote the work of regional digital preservation practitioners.¹
4. **Connecting members with valuable educational programming:** The Planning Committee works to address knowledge gaps by connecting members with relevant educational programming. Whenever possible, it seeks opportunities to amplify efforts by providing programming in collaboration with member institutions, COPPUL groups with shared interests, and/or allied external organizations.
5. **Assessing member needs:** As needed, develops formal and informal mechanisms to identify and respond to gaps in peer support and education as digital preservation practice evolves.

¹ See COPPUL Strategic Directions for Digital Preservation, #6

Membership

Membership in the Community is open to any interested individual at any time. Interested parties may contact the Chair or Digital Preservation Coordinator to be added to membership and contact lists.

Calls for Planning Committee members are made annually and as needed by the Executive Director, and communicated broadly across Community and COPPUL membership.

Chair

Elected by the Planning Committee. In the event a Chair cannot be found, a call to the COPPUL membership will be made.

Chair responsibilities include:

- In consultation with the Planning Committee, schedule dates, times and location for meetings.
- In consultation with the Planning Committee, [establish and confirm an agenda](#) for each meeting (above links to guidelines only, and are not a required format).
- Ensure the meeting agenda and relevant documents are circulated to the Planning Committee. 3-5 days in advance of the meeting
- Officiate and conduct meetings
- Provide leadership & ensure Planning Committee are aware of their obligations and that they comply with their responsibilities

Coordinator

In the event that a Community is overseen by a Coordinator, that coordinator is an officer of COPPUL whose duties are specified by the board and whose power to manage their appointed program is subject to the directions that the Board may provide from time to time, either directly or through the Executive Director.

Reporting

The Planning Committee reports regularly to the CDSN Standing Committee to ensure alignment of strategies across COPPUL's Digital Preservation Program. The CDSN Standing Committee, in turn, reports to the board through the Executive Director. The Chair provides a written report to the Directors twice a year in the spring and fall to report on activities.

Meetings and Work Processes

Meetings will be held as needed to advance work. Meetings will be held virtually unless otherwise approved by the Board. The Chair will post agendas and related documents in the COPPUL shared drive for members to comment and provide feedback on.

The Planning Committee will set priorities for discussions and issues to address throughout the year. The COPPUL shared drive is maintained by the Executive Director.

Communications

The Executive Director maintains a mailing list for the Planning Committee to communicate internal business, and a separate mailing list for broad Community discussion. The Coordinator and Planning Committee may choose to maintain separate communications channels, as needed, to facilitate network activities.

To ensure COPPUL opportunities and events are broadcast to the broader COPPUL community, Planning Committee chairs are also encouraged to use the COPPUL-L list to share information of general interest. All incoming Community members will be added to the COPPUL-L list on their approval.

Financial

In the event that the Planning Committee requires a budget to move its agenda forward, it will work with the Executive Director to develop an annual budget to bring to the Board for approval. Funds raised by members outside COPPUL membership fees are addressed in the [Net Assets and Reserves Funds](#) policy as follows: "Unearned Revenue represents funds collected in advance by specific COPPUL program and normally reserved for use by that program. Expenditures of Unearned Revenue must be approved by the board."

Governance

COPPUL communities are a wholly dependent initiative of COPPUL, with the exception of ACCOLEDS, and are subject to its bylaws. The working group chair reports to the executive director who seeks approval and feedback for committee activities from the board. Working Groups are subject to the directions that the board may provide from time to time, either directly or through the executive director.

Dissolution

The Community may be dissolved at any time and for any reason by direction of the board and in accordance with COPPUL bylaws. Reasonable notice must be given to participants and, if applicable, staff. Any secondment and/or employment contracts associated with the working group, and any associated terms of service or other contractual documents must include an appropriate clause approved by the board to enable the timely and orderly dissolution of the community.

Document version control

Version	Author	Date	Description
1.0	Valla McLean	2018-06	Adopted June 2018
1.1	Mimi Lam	2021-01-28	Approved by Board on April 23, 2021. Revised from 1.0 to align with new COPPUL ToR template and committee structure.
2.0	Rebecca Dickson Andréa Tarnawsky	2022-12-09 2023-09-11	Draft for discussion at Jan 2023 Planning Committee meeting. Updating the “Purpose” section. (2022-12-09) Changed name of Committee to CDSN Community of Practice. Resolved comments. (2023-09-11). Approved by Board on 2023-09-25.