Drupal Hosting Steering Committee Charter

Purpose:
This team will construct procedures and policies directly related to the Drupal Hosting service as well as provide directional guidance and support for the system.

Objectives:

- Create policies and procedures.
- Develop custom functionality to make service more flexible and integrate with other UO services.
- Provide front line support for users of the system.

Meetings:

- Weekly, or as required
- Various tasks will be assigned on an as needed basis during weekly meetings. It is expected that members participate in completing tasks assigned to them outside of meetings.

Scope - Major Activities:

- Assist in the creation of procedures and policies as well as actively engage in understanding the hosting service so as to be able to provide guidance regarding future plans.
- Resolve or escalate support issues coming into the Drupal hosting RT queue.
- Participate in investigating solutions for improving the hosting service, whether that be finding solutions to issues or determining how to make the service better.
- Provide development resources to various projects identified.
- On a yearly basis review objectives and goals

Out of Scope Activities:

- n/a

Deliverables:

- Provide updates to the Drupal community meetings hosted on campus.

Membership:

- Members are chosen by the current steering committee members.
- Team membership is renewable annually.
- The total membership of the committee will not be constrained and can grow and contract at the discretion of the committee.

Roles and Responsibilities:

Chair

- Lead meetings
- Maintain focus on meeting topics
- Ensure that meetings begin and end on time

Members

- Attend meetings - members should, at a minimum, notify the Chair if they are unable to attend a meeting (declining the calendar invitation
is sufficient notification)

- Contribute to developing meeting agendas
- Provide time and expertise towards development of the Team’s deliverables
- Represent the interests of major stakeholders when considering the ideas and issues raised at meetings

Revision history:

- Original – Derek Wormdahl – 11 Nov 2013

Current membership (as of 1 June 2015):

- Matt Coughlin - Finance & Administration
- Jason Huebsch - University Advancement
- Daniel Mundra - College of Arts & Sciences
- Vid Rowan - Human Resources
- Jesse Sedwick - Information Services (chair)
- Derek Wormdahl - Information Services