

**Great Lakes Software Process
Improvement Network
(GL-SPIN)
Charter
and
Steering Committee
Role Definitions**



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Charter

I. ESTABLISHMENT

The Great Lakes Software Process Improvement Network, hereafter referred to as the GL-SPIN, was established on December 8, 1997.

II. MISSION

The GL-SPIN is a forum for the free and open exchange of software process improvement experiences and practical ideas. We promote achieving higher levels of process maturity and software quality through an active program of networking, publications, recognition of excellence, and mutual support.

III. OBJECTIVES

In carrying out its mission, the GL-SPIN intends to accomplish the following objectives:

- Promote software quality improvements
- Promote software productivity improvements
- Promote software process maturity
- Help foster and sustain organizational commitment to software process improvement
- Promote awareness of bottom line impact of software process improvement
- Transfer software improvement knowledge and innovation to all participants
- Share lessons learned with participants and other SPINs
- Promote cooperation between industry, academia, government and Software Engineering Institute (SEI) with respect to software process improvement technology
- Co-sponsor with the SEI, national and regional software engineering process group workshops

IV. ORGANIZATION

The GL-SPIN is organized as a Steering Committee and members. Participants, including speakers, receive no remuneration for their contributions.

A. STEERING COMMITTEE

The Steering Committee consists of those GL-SPIN participants who have committed to actively take on the roles and responsibilities of the various functions necessary to run the GL-SPIN. The Steering Committee operates as a consensus based decision-making team. See Role Definitions for a description and responsibilities of each steering committee role. One or more individuals may fulfill a specific role. All roles have equal voice in the decision-making process.

Responsibilities of the Steering Committee

- Manage the affairs of the GL-SPIN
- Maintain coordination with other SPIN organizations
- Approve GL-SPIN meeting calendar
- Review/approve GL-SPIN meeting proposals
- Approve annual budget for the GL-SPIN
- Set goals for the GL-SPIN
- Appoint Steering Committee members to the roles described in this charter
- Review the operation of the GL-SPIN periodically to determine improvements in its operation
- Solicit feedback from GL-SPIN participants as needed
- Review/approve proposals brought before the Steering Committee

B. MEMBERS

Participation in the GL-SPIN is open without discrimination to all individuals, companies, academic institutions, and government organizations that are interested in furthering the mission and goals of the GL-SPIN.

C. MEMBERSHIP PRIVACY STATEMENT

Membership contact information is not disclosed outside of the steering committee. The GL-SPIN shall provide mechanisms for GL-SPIN sponsors to communicate with registered GL-SPIN members. The two mechanisms offered include direct email distribution from the steering committee and GL-SPIN website links.

V. ROLE ASSIGNMENTS AND TERMS

Any GL-SPIN participant may petition the Steering Committee to become a Steering Committee member. The existing GL-SPIN Steering Committee member attendees must establish and approve new roles. Steering Committee members are confirmed upon a simple majority vote of the steering committee members present. Steering Committee positions are reconfirmed annually in the second quarter of the year.

If a steering committee member is unable or unwilling to perform their tasks, the steering committee has the option to temporarily or permanently replace the member. For the success of the team, all steering committee members have attendance at steering committee meetings as a common measure of success. If unable to attend, the member's report shall be submitted.

VI. PARTICIPANT FEES

Currently there are no fees for meeting attendance or membership. Any fees for sponsorship, membership, meeting attendance or special events shall be determined by the Steering Committee.

VII. MEETING PROCESS

A. MEMBERSHIP MEETING

The GL-SPIN membership meeting will normally take place during the presentation year (September – May) typically on the second Thursday of the month, at a place determined by the Steering Committee. Meetings will be conducted by the Steering Committee. All meetings are open to GL-SPIN members and guests. Meeting schedules, agenda, location and invited guests should be posted to the GL-SPIN website in advance.

B. STEERING COMMITTEE MEETINGS

The Steering Committee meets at times as deemed necessary by the Steering Committee. Meetings are open to all interested GL-SPIN members and invited guests. The Steering Committee Leader will facilitate meetings. The meeting process for the Steering Committee meeting is as follows:

1. The Leader shall define an agenda and distribute to meeting participants one week in advance. An agenda shall include at a minimum, old business issues, new business issues, status of open business issues (action items), reports from steering committee members and an opportunity for open discussion. The agenda should also contain the type of meeting ("in person" and location, audio and/or video conferencing and connecting information).
2. The Leader shall assign a recorder to record meeting minutes. Attendance of the Steering Committee members shall be included in all minutes, as well as date, time and place of the meeting, the meeting agenda, action items, assignments, resolutions and general discussion topics of the meeting.
3. The recorder shall consolidate and distribute the meeting minutes to Steering Committee within one week of the meeting. Steering Committee approves and/or sends additional comments as necessary. The minutes are submitted to the Webmaster Liaison for publication to GL-SPIN's website within one week of distribution.

VIII. CHARTER REVISIONS

Charter revisions are approved by a two-thirds (2/3) majority vote of the Steering Committee. The Charter will be reviewed annually.

IX. DISSOLUTION OF ORGANIZATION

The GL-SPIN organization can be dissolved only with the unanimous agreement of all Steering Committee members, together with a majority vote at a meeting publicized in advance to all current participants of the GL-SPIN.

Should the organization dissolve, all GL-SPIN bank account funds will be donated to other organizations as determined by the steering committee.

Role Definitions

X. LEADER

A. PURPOSE

The GL-SPIN Leader serves as the meeting leader for the GL-SPIN Steering Committee and also supports and promotes the mission of the GL-SPIN.

B. TASKS

1. Manage the affairs of the GL-SPIN.
2. Serve as a point of contact for the GL-SPIN.
3. Develop and maintain the GL-SPIN meeting calendar.
4. Report to Steering Committee on meeting status and issues.
5. Primary contact for the sponsor(s).

C. TASK DETAILS

1. Preside at the regular meeting of the GL-SPIN Steering Committee.
2. Chair and facilitate the regular and special GL-SPIN membership meetings.
3. Manage the operational tasks of the GL-SPIN.
4. Tender formal invitations to candidate guest speakers
5. Provide awards/recognition to guest speakers and outstanding contributions made by GL-SPIN members and sponsors.
6. Coordinate SEI and other SPIN contacts in collaboration with the Network Liaison.
7. Attend National SPIN and Software Engineering Process Group (SEPG) conferences.
8. Maintain a list of proposed meeting topics and speakers with bio and contact information for the following GL-SPIN season (Sept - May).
9. Present the proposed meeting topic list to the Steering Committee in preparation for meeting planning and calendar development for the next season.
10. Publish calendar to Steering Committee and GL-SPIN members (on the website and tri-fold).
11. Record and disseminate minutes of the Steering Committee meetings.
12. Interface with the sponsor organizations including:
 - a. Maintain point-of-contact relationships with the sponsor organizations.
 - b. Continue elaboration of the value added for the sponsor of GL-SPIN sponsorship.
 - c. Solicit organizations to become sponsors of the GL-SPIN.

D. MEASURES OF SUCCESS:

1. Attend all Steering Committee meetings or notify an alternate as soon as is practical of absence.
2. Communicate status on new SEI activities that affect the GL-SPIN at the first Steering Committee meeting following receipt.
3. Send formal invitations to candidate speakers within one month of notification of name and address.
4. Meeting minutes published by one week after the Steering Committee meeting.
5. Continued support of the GL-SPIN by the sponsor organizations.

XI. NETWORK LIAISON

A. PURPOSE

The purpose of the Network Liaison is to serve as the GL-SPIN point-of-contact for - external organizations and act as the publicity and communications coordinator.

B. TASKS

1. To act as point of contact for the SEI, academic institutions, other SPINs and professional organizations.
2. Coordinate the transfer of information between these organizations and the Steering Group
3. Coordinate advertising and newspapers articles.

C. TASK DETAILS

1. Develop and maintain a directory of organizations and a contact tracking system (contact name, role in organization, address, fax, phone, email address, “why interested” in supporting the SPIN, their organization’s mission, our objectives for networking with the organization, frequency of contact).
 - a. Notify external organizations of the existence of the GL-SPINs including a description of its mission, meeting schedule, etc.
 - b. Investigate pools of potential networks
2. Provide reporting to the Steering Committee of information requests.
3. Provide information to the Leader for dissemination at SPIN meeting.
4. Create, maintain, and execute monthly publicity plan.

D. MEASURES OF SUCCESS

1. Mailing list of directory contacts is available within five days of request.
2. Networking responses are received within requested timeframe.
3. Advertisements and newspaper articles published in a timely manner.

XII. TREASURER**A. PURPOSE**

The treasurer is responsible for the collection and disbursement of all funds of the Great Lakes SPIN under direction of the steering committee.

B. TASKS

1. Perform proper accounting processes for all transactions.
2. Prepare yearly budget, financial plans and report status of plans.
3. Pay bills/transfer funds.
4. Prepare and file taxes.
5. Coordinate facilities with the appropriate facility staff (University Liaison, event coordinator, etc.)

C. MAINTAIN GL-SPIN MAILTASK DETAILS

1. Ensure proper accounting and recording of all transactions.
 - a. Collect and record all financial income.
Ensure the proper recording and credit is performed.
Deposit collections in appropriate financial institution.
 - b. Receive and record all bills or reimbursement vouchers.
2. Report financial statuses in each GL-SPIN meeting, expenditures compared to budget.
3. Prepare a yearly budget plan and financial report, reported in the third quarter.
4. Maintain the list of sponsors and contribution amount.
5. Pay bills/transfer funds using the following guidelines:
 - a. Release of funding under \$500.00 for the purposes of payment for services or catering for the membership meeting may be released and signed by the treasurer. This may occur no more frequently than twice a month.
6. Prior to incurring any expense, the expense must be authorized by the steering committee, as follows:
 - a. Expenses greater than or equal to \$500.00 must be approved by the steering committee.
Request for payment made to Treasurer and GL-SPIN Leader
Steering Committee vote on approval of release of funds (voting by email or 'Live').
 - b. Expenses less than \$500.00, the Leader and one other steering committee member may authorize.
 - c. For expenses less than \$250.00, the Treasurer may approve an expense payment.
7. File taxes according to the IRS guidelines of section 501c (6) organizations.
8. Maintain the GL-SPIN mail.
 - a. Ensure mail is collected and filed regularly as appropriate.
 - b. Notify other steering committee members of any mail personally addressed to them.
9. Aid facility staff in details of meeting arrangements regarding:
 - a. Location
 - b. Refreshments
 - c. Agenda
coordination/modifications
 - d. Necessary equipment
corroboration

D. CONSTRAINTS

The Treasurer and Leader shall both have the authority to sign checks.

E. MEASURES OF SUCCESS

1. Books reconciled monthly with the appropriate financial institution report.
2. Payments made on time for any expenses to avoid any late fees.
3. Deposits to financial institution within fourteen days of receipt.
4. Taxes filed properly and prior to tax deadline to avoid any penalty.
5. Postal mail collected weekly.

XIII. MEMBERSHIP LIAISON

A. PURPOSE

The GL-SPIN Membership Liaison maintains the GL-SPIN Membership list, distributes the membership meeting notices, and monitors the GL-SPIN web mailbox.

B. TASKS

1. Maintain membership list.
2. Maintain e-mail distribution list(s).
3. Distribute membership meeting notices.
4. Report post-meeting feedback.
5. Serve as meeting greeter.
6. Track membership.
7. Monitor GL-SPIN web mailbox.
8. Distribute training and career notices to members willing to receive such information from approved GL-SPIN sponsors, and peer organizations.
9. Provide Oakland University Liaison with the attendees lists of Oakland events as required.

C. TASK DETAILS

1. Maintain membership list
 - a. Accept new members willing to receive two email messages each month.
 - b. Remove/add/update members upon request
 - c. Delete members with no attendance record during the current presentation session.
 - d. Maintain in a format for distribution to GL-SPIN Steering Committee (currently Microsoft Excel).
 - e. Maintain the following pieces of information per member:
 - Last and first name
 - Email ID
 - Meeting attendance
 - Willingness to receive training notices from GL-SPIN sponsors
 - Willingness to receive career notices from GL-SPIN sponsors
 - Willingness to function as a greeter
 - Occurrences of failed email messages
 - f. Optionally maintain the following pieces of information per member
 - Title or Position
 - Business Name
 - Business Address
 - Mail stop
 - City
 - State
 - Zip Code
 - Business Phone
 - Willingness to post meeting attendance on website
 - Willingness to volunteer
2. Maintain email distribution list.

- a. Remove members upon request.
 - b. Delete members with invalid email IDs.
 - c. Update IDs per member request.
 - d. Maintain list in a format that promotes distribution to the GL-SPIN Steering committee (currently Outlook Express address book).
3. Distribute membership meeting notices.
 - a. Issue a meeting notice within a week of the last meeting.
 - b. Issue a reminder notice within a week of the next meeting.
 - c. Include approved messages from GL-SPIN sponsors, and peer organizations in meeting notice.
 - d. Meeting notices are to conform to existing standard and include meeting date and time, location and directions, parking instructions, meeting agenda, and speaker information.
 4. Report post-meeting feedback.
 - a. Collect post-presentation feedback from membership using existing feedback form.
 - b. Tabulate, chart, and distribute responses to GL-SPIN Steering Committee.
 5. Serve as meeting greeter.
 - a. Welcome members to the GL-SPIN meeting.
 - b. Assist new members with GL-SPIN registration.
 - c. Aid existing members in a review and update of their membership information.
 - d. Provide members with meeting tri-fold and any approved information from GL-SPIN sponsors, and peer organizations.
 - e. Direct members to refreshments and presentation areas.
 6. Track membership.
 - a. Update the attendance record of each member in his membership record.
 - b. Respond to requests for attendance verification (used by members to maintain professional certifications).
 7. Monitor GL-SPIN web mailbox.
 - a. Perform a weekly review of the INFO@GL-SPIN.org mailbox.
 - b. Handle or distribute all messages (of a non-personal nature) sent prior to a week of the next Steering Committee meeting by that meeting.
 8. Distribute training and career notices to members willing to receive such information from approved GL-SPIN sponsors, and peer organizations.
 - a. Maintain a distribution list of members willing to receive training information.
 - b. Maintain a distribution list of members willing to receive career information.
 9. Provide Oakland University Liaison with the attendees lists of Oakland events.
 - a. Generate a list containing the names of each Oakland event attendees.
 - b. Provide this list of names to the Oakland University Liaison.

D. MEASURES OF SUCCESS

1. Meeting notices sent within a week of the last meeting.
2. Reminder notices sent within a week of the next meeting.

3. Post meeting feedback compiled and distributed to the GL-SPIN Steering committee before the next GL-SPIN Steering committee meeting.
4. Membership mail read within a week of receipt.
5. List of Oakland event attendees sent to Oakland University Liaison within a week of the event.

XIV. WEBMASTER LIAISON

A. PURPOSE

Manage the GL-SPIN website.

B. TASKS

1. Organize, update and manage the GL-SPIN website.
2. Develop the GL-SPIN website to promote process improvement activities and information for the membership.
3. Maintain timely GL-SPIN activities on the GL-SPIN website.

C. TASK DETAILS

1. Update the website at least monthly.
2. Incorporate approved content changes as submitted and sent to Webmaster
 - a. New content requests approved by the Steering Committee
 - b. Website comments
3. Review content monthly at Steering Committee meetings.
4. Webmaster is responsible for site modifications (updates, etc.).
 - a. A duplicate, back-up system may be created.
 - b. Monitor web activity (number of hits) and report results to steering committee.

D. MEASURES OF SUCCESS

1. Copy of the meeting notice, tri-fold and, website modifications published the week following the steering committee meeting for the next month if the materials are available.
2. Current GL-SPIN activities available on the web site two weeks prior to the steering committee meeting.

XV. UNIVERSITY LIAISON

A. PURPOSE

The University Liaison is responsible for reserving meeting facilities and ensuring presentation equipment is available.

B. TASKS

1. Collaborate with the Leader to establish dates/times facilities are needed.
2. Provide any special room/equipment instructions to the Leader.
3. Notify Leader of any issues impacting the planned meeting dates, times, and locations.

C. MEASURES OF SUCCESS

Number of meetings held successfully at the designated location.