

NumFOCUS Incubator - Committee Charter

The Project Incubator Committee is established under Article 5, Sections 1-2 of the NumFOCUS Bylaws. Approved by the Board of Directors on October 06, 2021.

Purpose

To help prospective Open Source projects mature such that they can become NumFOCUS Affiliated or Fiscally sponsored projects.

* The committee will review its charter annually and recommend any proposed changes to the board for review.

Mission

The NumFOCUS Incubator will provide Open Source Scientific projects with a pathway to sustainability through mentorship, feedback, and community development support.

The Committee will:

- Create and maintain resources for prospective projects;
- Provide mentorship to incubees and;
- Plan and host events for projects and;
- Work with the Affiliate Project Selection Committee to provide feedback on projects if they apply for affiliate status and;
- provide targeted feedback to projects around application criteria.

The co-chairs will:

- provide oversight and final approval of committee decisions;
- communicate with the board of directors and;

Committee Composition

Members

Membership should reflect the NumFOCUS Diversity Statement and our global community - NumFOCUS welcomes and encourages participation in our community from people of all backgrounds and identities. We are committed to promoting and sustaining a culture that values mutual respect, tolerance, and learning, and we work together as a community to help each other live out these values.

Committees should consist of at least 2 members serving a 1-2 year term with an option for unlimited renewal

1. General Members

a. Responsibilities:

- i. Attend meetings as scheduled by the vice president/co-chair(s)
- ii. List specific duties as applicable
- iii. Assist in carrying out the committee's objectives

b. Elections

- i. Call for Nominations (2-4 weeks): plan for a wide and strategic/targeted recruitment (identify groups to notify, promotion channels, etc.) that includes an application to collect contact details and other relevant information.
- ii. Members will be selected by the committee's officers or current members using a rating system.

2. Officers

a. Vice President or Chair(s)

- i. Board appointed or elected by committee members for a one-year term with an option to serve an additional one-year term upon member approval.

1. May be submitted to the board for approval as part of a new committee proposal (one-year term)

ii. Responsibilities:

1. Calls for scheduled meetings
2. Sets the agenda for meetings
3. Chairs the meetings according to Robert's Rules of Order

b. Secretary

- i. Selected by the Board of Directors or elected by committee members for a one-year term

ii. Responsibilities:

1. Records overview of activities
2. Submits quarterly reports to the board of directors

Meetings

1. Frequency - Established by the committee but it is suggested that committees meet at least weekly or bi-monthly.
2. A majority of the committee members shall constitute a quorum.

Committee Reports

1. Reports will be submitted to the board quarterly on or before the 15th of March, June, September, and December
2. Reports should include the following metrics:
 - Overview of activities and challenges if any
 - Budget update including spending for that quarter - if applicable