

Concept Steering Committee / Board

updated version, 01/12/10 11:49 AM

Steering Committee

1. The Steering Committee sets the strategic goals for the TYPO3 project in the scope of the TYPO3 Association during regular meetings.
2. The Steering Committee represents the community and acts likewise. It consists of key community members. Members should already have proven their dedication for the TYPO3 project in other areas as well as bringing the maturity and responsibility for the position with them. A Steering Committee member should have the competence to make decisions for the TYPO3 Association even if they are not in accordance with individual or company interests.
3. The Steering Committee consists of a minimum of 7 to a maximum of 10 people.
4. New Steering Committee members can be suggested by any Association member. The existing Steering Committee members decide on the invitation of new committee members.
5. Only one person per company at a time is allowed to be member of the Steering Committee.
6. After each General Assembly the members of the Steering Committee elect a chairman of the committee by simple majority. The Steering Committee Chairman is responsible for accomplishing decisions on strategic goals through meetings and online discussions.
7. A member of the Board cannot be a Steering Committee member.
8. The Steering Committee accepts applications for funding of projects by leaders of the TYPO3 teams. Based on these applications and the general strategy the Steering Committee gathers a budget proposal for submission to the Finance Committee.
9. There are 4 CoS-CoB (Combined Steering Committee and Board) meetings a year. One of the meetings is the General Assembly. During the meetings the Steering Committee and board work separately or together, depending on the actual topics.
It is obligatory to take part in at least 3 of these meetings. Absence is only allowed for important reasons. Travel expenses and lodging will be reimbursed.

Finance Committee

1. The Finance Committee decides on the yearly budget and controls the expenses of the TYPO3 Association.
2. The Finance Committee consists of a minimum of 4 to a maximum of 7 people.
3. Supporting Members may nominate themselves for becoming a Finance Committee Member and are elected by all Supporting Members before the General Assembly.
4. Only one person per company at a time is allowed to be member of the Finance Committee.
5. The Steering Committee submits a proposal of the next year's budget to the Finance Committee. The Finance Committee members discuss this budget and approve or decline it with a 2/3 majority. The reasons for either decision must be written down and be published to all TYPO3 Association Members.
6. Supporting members may contact the Finance Committee to give input on budget decisions.
7. In case a budget was declined by the Finance Committee, the Steering Committee must come up with a modified proposal based on the Finance Committee's suggestions.
8. If a budget could not be approved three times, all Supporting Members are asked to vote on it during the General Assembly.
9. If the budget was not approved by more than 50% of the Supporting Members, the Revisor accepts or declines the budget.

Evangelists

1. Evangelists spread the word about TYPO3 by giving presentations, holding talks at conferences, writing articles or fostering local user meetings. Evangelists are not paid for their work but act by their own conviction
2. Evangelists proactively seek for opportunities to promote / support TYPO3 in their region.
3. Community members can apply for becoming an Evangelist. Evangelists will be chosen for two years by the Steering Committee.
4. The Steering Committee may dismiss Evangelists if they are not active enough / don't fulfill their role (see detailed concept / job description)
5. Travel / lodging / conference ticket costs can be reimbursed in specific cases. The TYPO3 Association will provide a (limited) budget for this purpose.
6. Evangelists share information, resources (e.g. templates for presentations) etc. with other Evangelists and those involved in marketing.
7. Evangelists need to announce conferences they attend, events they take part etc. in TYPO3's public event calendar and are asked to publish slides, photos, videos or other material after such events.

Honorary President

1. Kasper becomes Honorary President. He has no specific obligations.
2. Changing Kasper's function from chairman to Honorary President gives a positive signal rather than being considered as a break. There will be no more president with the title "Chairman".

Board

1. The positions formerly known as "president" and "vice president" are now called 1st Chairman (of the board), 2nd Chairman (of the board). This gives a clear distinction to Evangelists and the Honorary President.
2. The board's task is the administration and daily business. It has the power to decide on topics related to management of the TYPO3 Association.
3. The board can take financial decisions not covered by their budget of up to 3000€ a year. Anything above that amount needs approval of the Steering Committee.
4. Board meetings take place on a monthly basis. Most meetings will be held online, others are in person.
5. Travel expenses will be refunded like with the Steering Committee.
6. When an average workload of 4 hours a week per board member are regularly exceeded there is the possibility to have these hours paid according to the official Association's hourly rate. A budget needs to be requested and allocated for this.
7. Only one person per company at a time is allowed to be a member of the Board.

Guidelines for all members

The members and the companies of the members should act according to the Branding Guidelines and the Communication Guidelines (To be published in the future).

Votes and elections stipulated for Supporting Members are open to all Supporting Members. Voting takes place shortly before the General Assembly.