

Project Infrastructure Committee Charter

The Project Infrastructure Committee is established under Article 5, Sections 1-2 of the NumFOCUS Bylaws.

Purpose

To assist NumFOCUS in facilitating the Fiscal Sponsorship and Affiliation program by overseeing the technical aspects of digital infrastructure available to our Projects. Digital infrastructure includes but is not limited to:

- Cloud accounts and credits
- Domain registrations and hosting

Mission

The Project Infrastructure Committee will manage project digital infrastructure in a way that is fair, equitable, and supports long-term sustainability and project development.

The Committee will:

- Administer infrastructure account credentials and access;
- Make ongoing recommendations and execute changes to improve and enhance available infrastructure
- Act as a liaison between the infrastructure vendors and sponsored projects and;
- Review its charter annually and recommend changes to the board for review

Duration/Type of Committee

The committee will be a standing committee.

Committee Composition

Membership

Membership will reflect the NumFOCUS Diversity Statement by welcoming and encouraging participation by people of all backgrounds and identities and promoting and sustaining a culture that values mutual respect, acceptance, and learning.

1. The committee will consist of at least 5 members from NumFOCUS at-large community, with the following constraints:
 - a. 1 member is a project contributor to a NumFOCUS sponsored project

- b. No 2 members are related in employment or NumFOCUS project leadership committee and;
 - c. 1 member is a NumFOCUS Staff member
- 2. Officers
 - a. The Vice President will call for scheduled meetings, determine the agenda for meetings, and chair the meetings.
 - b. The Secretary will record all meeting minutes and submit quarterly reports to the board of directors.

Selection

1. Members will be selected by the committee's officers or current members using a rating system.
2. The Vice President may be selected by the board of directors or elected annually by the members of the committee.
3. The secretary will be elected by the committee's members.

Terms

1. Committee members will serve a one-year term, at which time they will have the option for unlimited renewals.
2. The Vice President will serve a one-year term with the option to renew for one additional term.
3. The Secretary will serve a one-year term with the option to renew for one additional term.

Meetings

1. The committee will meet at least bi-monthly.
2. A majority of the committee members shall constitute a quorum.

Record Keeping and Reporting

1. All committee records will be kept in <https://github.com/numfocus/infrastructure>.
2. A report on the state of project digital infrastructure including all committee actions will be submitted to the board of directors quarterly on or before the 15th of March, June, September, and December.