

Terms of Reference: Europeana Network Association Communities

Definition of ENA community

Community is a group of people that work together on a voluntary basis to cultivate and share knowledge, expertise and best practices around a specific topic or area of common interest. Activities of the community should be useful for the Europeana Network Association (ENA) and Europeana ecosystem as a whole, and allow the Network to build on existing Europeana resources and expand their members' collaboration on the local, national, and domain level. Communities can be proposed by any ENA member and get approved by the Members Council in consultation with Europeana Foundation staff. Inactive communities can be disbanded by the Members Council.

Community sign-up

When signing up for the ENA, members¹ are invited to indicate their specific interests and thereby join one or more of the ENA communities that focus on specific topics. Every ENA member is able to sign up for as many communities as they wish to. There is no membership limit per community, neither there is specific limit to the number of communities. They can grow based on internal or external initiatives and develop their own methodology and work plans depending on their character, needs, and a type of audience.

Community leadership

Every member of the community plays a vital role. There are many functions, from leadership to content production to communication. A community thrives when everyone takes responsibility and contributes with what they do best.

Every community appoints its **Steering Group** as a representative body, composed of:

- Community Manager
- Community Chair and Co-chair(s)

¹ Although anyone interested or professionally involved in digital cultural heritage and the work of Europeana can be a community member, the communities are intended for and dedicated to the ENA members. The Community leaders are therefore responsible for ensuring that all the existing community members, who were not registered previously, will eventually sign-up for the ENA.



- An appropriate number of ENA members who express interest in taking on an active role in the community leadership.

Community Manager is a person from Europeana Foundation or other partner institution, who is employed under Europeana DSI to perform tasks related to the ENA and community governance and maintenance, and performs a specific organizational role related to the subject matter of the community.

Community Chair and **Co-chair(s)** are active community members that are responsible for mobilizing and leading the rest of the community members. At least one of them needs to be a member of the Members Council and act as liaisons between the community and the Members Council. They are proposed by the community members and appointed by the Members Council.

The Community Chair should:

- have a proven experience, knowledge, or expertise in a specific topic of the community, i.e. Tech or Copyright;
- have leadership qualities, be enthusiastic and inspiring for others in his/her role, and able to clearly demonstrate his/her relation to the community.

The Community Manager and Chairs are together responsible for effective communication flow between the community, the Management Board and the Members Council, and ensure that relevant subjects are discussed and approved by the community. The Steering Group as a whole defines the issues of importance, drives the community agenda, works on documents, and steers the community communication channels.

Role of ENA Secretariat

The ENA Secretariat (Europeana Foundation staff) is employed under Europeana DSI to oversee the tasks related to Network and community governance and maintenance in general. The Secretariat is in regular contact with every community's Steering Group and supports and facilitates the community-related activities depending on specific needs, preferences and ambitions of each community.

Community communication and workflow

Every community has a dedicated page on Europeana Pro, and is free to use various communications channels and platforms that suit its members such as a Mailchimp mailing list, LinkedIn, Twitter, etc². The members are kept informed via Pro page and blogs, regular emails and newsletters, and can be mobilized on specific occasions for campaigns, product testing, etc. The communities themselves can decide on ways to engage in regular work flows, and have their own organizational logic and flexible rules.

ENA Communities in relation to the ENA Task Forces

Task Forces are instruments to solve a specific, time limited task. Task Forces formally belong to the ENA communities, depending on their focus and topic of interest. Proposals for Task Forces

² The community leadership can use a specific communication channel to exchange ideas such as Basecamp. Beside that, there can be various channels of communication with the rest of the community members, addressing a large group of people such as mailing list, LinkedIn, etc.



should either come from the communities and focus on specific community-related needs, or address needs of the ENA at large. For more information see the [Task Force terms of reference](#).

Community budget

Every community is entitled to an annual budget to be used in a flexible manner for community activities, such as Task Forces, depending on the overall Association budget available for the year. The budget spending is overseen by and regularly reported to the Management Board. The Board ensures that the available money is distributed and used fairly³.

³ The amount of money assigned to each community may be re-evaluated and adjusted if there are many more communities in place, in case of an overall budget cut, or due to other organizational priorities.