Working Group Governing Body-Chair-Role

The Chair is a member of the Committee, elected into the role by the Committee, as defined by the initiative's Charter. The Chair's role is primarily one of facilitation, governance, and alignment with the **Working Group Charter.** Here are the main duties for a Chair across the governing bodies.

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1. Oversight and Process Compliance

The Chair acts as a neutral facilitator representing the interests of the Working Group as a whole. Chairs ensure compliance with the Charter, Eclipse Foundation's policies and governance framework; in particular ensuring compliance with the Eclipse Foundation's Antitrust Policy, maintaining "vendor-neutrality". requirement, and ensuring the "Open Source Rules of Engagement" (Meritocracy, Transparency, and Openness) are upheld.

The Chair ensures the transparency and openness of all minutes and strategic plans, while upholding the Eclipse Foundation Community Code of Conduct.

2. Committee Representation and Cross-Governing Body Coordination

The Chair serves as the spokesperson of their respective committee both internally to the EF and externally to the industry. Chairs are responsible for reporting to other committees as needed. Advisory committees such as the TAC are tasked to advise the Steering Committee and to guide its strategic decisions.

3. Meeting and Resolutions Facilitation

The Chair is responsible for:

- Opening and presiding over Committee meetings
- Confirming that quorum is present before conducting official business
    - if quorum is not met, ensures discussions are clearly identified/non-binding
- Setting clear agendas in advance, guiding meetings according to the agenda and allocated time.
- Moderating discussions to ensure all representatives have a voice.
- Clarifying when a single or super majority vote is needed.
- Formulating clear motions (resolutions) for votes, ensuring all resolutions are recorded transparently in public minutes.
- Adjourns meetings formally ensuring accurate minutes are recorded and approved by the Committee.

4. Accountability and Reporting

The Chair is responsible for the "health" of their committee. This includes listening, reporting and acting on the feedback gathered from the committee representatives.

Together with the EF staff, Chairs report the committee's activity to the Working Group's community at large during events, town halls or members' meetings. The Chair is expected to build a professional and constructive relationship with Eclipse Foundation staff in order to facilitate the operations of the working group.

5. Active Participation in the Development of the Annual Plans

Chairs of the Steering Committee and Marketing Committee engage with the respective bodies to elicit and gather input to draft the annual program, marketing, and financial plans. Chairs work closely with the Eclipse Foundation staff to finalize the plans.

6. Chair Annual Elections

Typically, this would coincide with the Annual Committee Elections, at which time the current Chair should, by way of a formal agenda item, open the floor to other members who may be interested in holding the position.