To: RDA Steering Committee

From: Kathy Glennan, RSC Chair

Subject: RSC Position Responsibilities

Contents

1   Introduction

All RDA Steering Committee (RSC) members are expected to

- Attend RSC meetings (both in person and virtually)
- Actively contribute to RSC discussions, sharing their RDA expertise
- Report on their activities to the committee
- Consider other issues related to the development of RDA
- Sponsor/present workshops, programs, etc. at professional meetings (e.g., library associations)
- Volunteer to represent the RSC at conferences, act as liaisons to other bodies, and prepare discussion papers upon request.

In addition, RSC voting members[1] are expected to

- Provide feedback/responses to proposals, discussion papers, and fast track changes
- Cast a free vote based on their expertise and on issues raised during discussion, rather than necessarily reflecting the views of their groups
- Contribute to the review and signing-off of approved derivatives of RDA content (excluding translations).

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[1] See RSC/Operations/1, section 4

RSC Position Responsibilities

In addition, all positions have specific responsibilities in carrying out the work of the committee.

2 RSC Chair

The RSC Chair serves as the chief executive officer of the RSC, calling and conducting all meetings, appointing and discharging RSC working groups, acting as the principal voice of the RSC in a variety of settings, and performing other duties appropriate to this office.

Tasks:
- Organize and lead both in-person and virtual RSC meetings (develop agenda, run meeting, review minutes), working with the RSC Secretary
- Act as RSC liaison with the RDA Board and with the Copyright Holders, and with other non-RSC individuals and groups as required
- Oversee activities related to outreach, including communications which can be distributed to key stakeholders
- Oversee development of project, communication, and strategic plans as appropriate
- Create and update RSC policy and procedure documents
- Lead search committees for RSC position holders (e.g., RSC Secretary, RDA Examples Editor)
- Establish and monitor RSC working groups, including the creation of terms of reference, appointment of members, and setting of annual tasks
- Issue documents when appropriate (e.g., the transmission of commissioned reports, terms of reference for working groups)
- Serve as an ex officio member of the Translations Working Group
- Prepare quarterly and annual reports on RSC activities for submission to the RDA Board
- Consult with the RDA Board Chair when appropriate
- Liaise with ALA Publishing as required
- Represent the RSC at events (subject to availability and cost)
- Submit brief regular reports of activities and the status of tasks to the RSC

3 RSC Secretary

The RSC Secretary creates and preserves the official records and reports of the RSC and serves as a primary editor of RDA in the content management system (CMS).

Tasks:

RSC meetings:
- Prepare agenda in consultation with the RSC Chair
- Prepare meeting minutes, including both public and restricted versions
  - Note items requiring further consideration by the RSC
- Prepare an outcomes document in consultation with RSC Chair
- Prepare a summary list of actions for RSC members and regional community bodies, updating and distributing it to the RSC on a quarterly basis
- Post public documentation on the RSC website, including final agenda, public minutes, and outcomes documents
- Assist with arrangements for in-person meetings, including
  - Sending out hotel and meeting venue details well in advance
  - Coordinating extracurricular events as needed
  - Distributing local interest information to the RSC

RSC website:
- Act as webmaster
- Post PDFs of proposals, discussion papers, responses, and final versions of accepted proposals
- Post announcements with RSC news, changes to RDA, and related activities
- Update information after RSC meetings
- Initiate the review and possible updates of other documentation (e.g., the RDA FAQ and the RSC Policy documents) at least once a year
- Revise the RSC roster and solicit biographical information from new members for inclusion

RDA content:
- Input additions, revisions, and/or deletions in the CMS reflecting RSC-approved changes to RDA content
  - Mark text in the CMS to provide data for revision history
- Correct typographical errors and reported inconsistencies
- Manage the fast track process, documenting decisions made
- Proofread changes to the content prior to an official release

Communications and document distribution:
- Support communication between RSC members

RSC Position Responsibilities

- Maintain the "RDA Colleagues" email list
- Send emails about new documents and other announcements to the RSC, the wider distribution email list, RDA-L, and to other discussion lists as appropriate
- Monitor traffic on RDA-L, notifying the RSC Chair regarding posts of interest or concern
- Supply information for RSC Chair reports to the RDA Board (both quarterly and annual reports)
- Submit documents for archiving at the University of Illinois

Other tasks, as needed:
- Serve as an ex officio member of the Translations Working Group
- Perform additional editorial tasks
- Undertake special projects
- Assist with planning and arrangements for RDA-related events
- Assist the RSC Chair

4   Regional Representatives

In addition to their responsibilities as RSC voting members, the six Regional Representatives:
- Represent the interests of their communities to the RSC
- Organize and coordinate the work of their communities
- Serve as a communication channel between the RSC and their communities
- Monitor RDA regional discussion lists and forums, providing feedback to the RSC as needed

Tasks:
- Prepare revision proposals and discussion papers on behalf of and in consultation with their communities
- Consult the region on discussion papers and proposals that have been submitted to RSC and reflect the breadth of responses back to RSC
- Prepare personal discussion documents to explore topics before the proposal stage, or to handle a specific assignment from the RSC
- Prepare Fast Track proposals for minor changes
- Respond to the Fast Track proposals from other members; this does not require consultation with their communities
- Submit brief regular reports of activities and the status of tasks to the RSC

Regions are expected to identify backup representatives to participate in RSC meetings if the

Regional Representative is unable to attend. Additional responsibilities may be assigned to this position by the regions in their respective Terms of Reference.

5 RDA Examples Editor

The RDA Examples Editor has primary responsibility for providing consistent, accurate, and relevant examples in the English language text of RDA.

Tasks:

- Maintain examples in RDA for existing instructions
- Identify and implement new and/or changed examples resulting from changes to RDA content
- Identify new contextual examples for inclusion in RDA in conjunction with approved RSC proposals, and in existing RDA text as needed
- Edit complete examples to illustrate the application of RDA to different resources and with alternative encoding schemes, in liaison with RSC groups and external experts
- Coordinate with external experts for the translation, transcription, localization, and contextualization of RDA examples
- Maintain the RDA Examples Guide to assist in the editing of contextual examples and to serve as a "style sheet"
- Liaise with the RDA Development Team on the use of examples in documentation, in the CMS, and in RDA applications
- Serve as an ex officio member of the Translations Working Group, consulting with translators as needed on example choices and markup
- Submit brief regular reports of activities and the status of tasks to the RSC

6 Technical Team Liaison Officer

The Technical Team Liaison Officer provides expertise in developing RDA in technical areas, such as models, structures, and standards.

Tasks:
- Chair meetings and lead discussions of the Technical Working Group
- Represent the interests and concerns of the Technical Working Group on the RSC
- Prepare revision proposals, discussion papers, and fast track changes on behalf of and in consultation with the Technical Working Group as appropriate
- Provide responses to revision proposals, discussion papers, and fast track changes in consultation with the Technical Working Group

- Prepare personal discussion documents to explore topics before the proposal stage, or to handle a specific assignment from the RSC
- Maintain the RDA Registry and the RDA Staff Registry
- Serve as an ex-officio member of the RDA Development Team
- Serve as an ex officio member of the Translations Working Group
- Liaise with, or nominate a Working Group member to liaise with, RDA working groups and related standards groups as appropriate
- Submit brief regular reports of activities and the status of tasks to the RSC

7   Translations Team Liaison Officer

The Translations Team Liaison Officer facilitates the work of the various RDA translation teams.

Tasks:
- Chair meetings of the Translations Working Group
- Represent the interests and concerns of the Translations Working Group on the RSC
- Prepare revision proposals, discussion papers, and fast track changes on behalf of and in consultation with the Translations Working Group as appropriate
- Consult with the Translations Working Group to provide responses to revision proposals, discussion papers, and fast track changes
- Prepare discussion documents to explore topics before the proposal stage, or to handle a specific assignment from the RSC
- Consult with ALA Publishing on development and improvement of translation process
- Provide support to full and partial translation teams in their work
- Import translation files for RDA Reference into the Staff Registry
- Coordinate with ALA Publishing to provide communication platforms for the various translation teams (mailing list, wiki, etc.)
- Submit brief regular reports of activities and the status of tasks to the RSC

8   Wider Community Engagement Officer

The Wider Community Engagement Officer reaches out to the wider RDA community, focusing on those who do not have official representation on the RSC.

Tasks:

- Serve as a communication channel between non-represented users and the RSC regarding the post-3R RDA Toolkit
- Attend selected seminars, conferences, and/or other meetings (2-3 events per year) to disseminate information about the RDA Toolkit and its ongoing development
- Assist in preparation of general orientation materials for the Toolkit, including presentations, support documentation, announcements, etc.
- Collaborate with ALA Publishing and RDA Board members in building connections with new RDA markets
- Liaise with community groups outside of the regional representation structure, helping them understand and participate in RDA change proposals
- Monitor the impact of this role and make suggestions for the longer-term definition of tasks assigned to this position
- Submit brief regular reports of activities and the status of tasks to the RSC

9 Director of ALA Digital Reference

The Director of ALA Digital Reference provides advice and reports regarding the business matters associated with the development of RDA.

Tasks:

- Provide collaborative work spaces for RSC use
- Create and update email distribution lists for RSC and its groups as needed
- Collaborate with RSC on production processes and schedules, and on coordination of marking materials and outreach events
- Supply details for making travel arrangements for in-person RSC meetings, informing the RSC members regarding the specifics for expenses covered by the RDA Fund
- Submit brief regular reports of activities to the RSC

10 RDA Board Chair

The RDA Board Chair serves as an information conduit between the RSC and the RDA Board, providing advice and oversight to the RSC as needed.