

PHUSE TERMS OF REFERENCE

OPEN SOURCE TECHNOLOGIES DIRECTOR

1. POSITION DESCRIPTION

The Open Source Technologies Director drives and promotes activities related to the use of open source technology in life sciences as they relate to fulfilling the PHUSE Mission.

2. DEFINITIONS

Open source technology refers to any technology, software, application, code, or similar for which the source code is available for anyone to inspect, modify, and enhance in accordance with its associated release license.

3. OVERALL APPROACH

- 3.1 The PHUSE Open Source Technologies Director will be the primary contact for all PHUSE open source activities. Support may be provided by appointed liaisons and the PHUSE Office, who will assist the Open Source Technologies Director.
- 3.2 Foster key partnerships with individuals and organisations which are actively driving the use of open source technology in life sciences to advance open source technology for data, statistical, and reporting technologies.

4. SCOPE (RESPONSIBILITIES/REMIT)

- 4.1 Develop and strengthen PHUSE relationships with individuals and organisations which are actively driving the use of open source technology in life sciences.
- 4.2 Provide awareness on the landscape of the use of open source technology for data, statistical, and reporting technologies which advance the future of life sciences.
- 4.3 Liaise with the Working Groups Director related to the value/impact of PHUSE Working Groups in which open source technology is in scope.
- 4.4 Support each Director on the Board of Directors in fulfillment of their role as it relates to the landscape of open source technology and the role's responsibilities.
- 4.5 Work closely with the PHUSE Office and other relevant parties to ensure effective communication around open source activities.

5. MEETINGS

- 5.1 Participate in PHUSE Board of Directors meetings, as scheduled by the Board.
- 5.2 No other formal meetings are planned.

6. MEMBERSHIP

It is not expected that an Open Source Technologies Committee will be required, but if this is needed, then membership will be determined at that time.

7. REPORTING

7.1 Prepare a written report of activities, recommendations and/or discussion items for consideration at each meeting of the Board of Directors (twice a year). This report may be based on (draft) minutes and/or any other appropriate supporting material.

7.2 A summary presented ahead of monthly Board calls (ten times per year).

7.3 Prepare a summary for the annual report.

8. DECISION-MAKING AUTHORITY

8.1 The Board of Directors will forward a signed off budget to the PHUSE Office.

8.2 The Open Source Technologies Director is free to act within its budget for the year without further approval.

8.3 Major or strategic recommendations of the Open Source Technologies Director are subject to the approval of the Board of Directors.

9. FINANCIALS

The Director can claim expenses for incidental costs in discharging their duties (e.g. travel, subsistence) within the agreed allocated budget at the beginning of each calendar year.