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1. PURPOSE

The Vintage Computer Federation Mid-Atlantic (VCF-MA) committee (henceforth referred to as “the committee”) is a regional member organization of the Vintage Computer Federation whose role is to create and coordinate execution of strategic and operational plans. The committee is charged with identifying opportunities for improving the operations of the VCF-MA chapter, including creation and maintenance of the VCF-MA committee charter.

The committee’s efforts will provide the most effective support of the ongoing needs of VCF-MA, considering the care and maintenance of VCF-MA facilities and artifacts, in accordance with VCF’s mission. The committee may advise the VCF governing board and members on how such efforts will proceed.

Mission: To preserve computing history through education, outreach, conservation, and restoration. We strive to accomplish this through family friendly hands-on activities at our museum, at regional and global events, and by fostering and nurturing the expansion of our on-line and in-person communities.



2. AUTHORITY

The VCF-MA steering committee is an advisory, coordinating and operations group for VCF-MA. Committee membership will consist of five individuals who will have the authority to bring motions and voting on VCF-MA issues. One of the five members will be named as committee chairperson. If needed, chairperson duties may be temporarily delegated by the chairperson or the committee members to ensure continuity of VCF-MA business. The chairperson or their delegate has the authority to call or delay formal votes and serves as a tiebreaker when necessary. The chairperson serves at the pleasure of the committee.

The committee is not directly responsible for VCF national projects, although it may offer advice or guide the efforts of projects that impact VCF. The steering committee and its members serve at the pleasure of the VCF national board.

3. RESPONSIBILITIES

The principal responsibilities and functions of the committee are to define and support VCF-MA goals and objectives, and ensure that VCF-MA initiatives are carried out consistently and successfully in alliance with overall operating guidelines. The responsibilities of the committee also include:

- Provide recommendations on strategic priorities for VCF-MA that includes a balance of financial and mission goals
- Develop a specific multi-year roadmap that specifies priority of objectives that support the VCF-MA mission
- Construct sub-committees and working groups to work towards objectives
- Disseminate information to and elicit feedback from the VCF membership and leadership teams
- Help in creating specific yearly plans for projects and services that match with the practices and directions established in the roadmap
- Provide a focal point and repository for VCF-MA standards, document existing standards and validate/adopt new standards as determined by the committee
- Revise by-laws as necessary as determined by a super-majority vote
- Other activities as needed to encourage a coherent strategy and efficient operations

4. COMMITTEE ELECTIONS

Steering committee membership includes representation of VCF membership, as determined by the VCF governing board and VCF-MA sponsored elections.

- The committee membership will be determined by elections to be held on a yearly basis (currently December.)



- Committee membership is ideally comprised of five people but may vary due to various circumstances.
- Two seats will be up for election in every cycle, unless additional vacancies create the need for seats to be filled, in which case all vacant seats will be up for election in that cycle.
- Nominations for committee members can be made by current members in good standing simply by communicating the nomination to a committee member. One nomination per member can be made. Said members may also self-nominate.
- In the case of off-cycle vacancies, the committee may move to, without an election, appoint new committee members to fill the seats until the next scheduled election.
- A committee chairperson will be appointed by the committee members within 30 days of each completed election cycle.
- Prospective committee members should be knowledgeable in some aspect of computing, preferably vintage computers, and show a demonstrated interest in vintage computing, computing history, and museum management and governance.
- In order to be sufficiently aware and have proper perspective of museum and warehouse issues, prospective committee members should be able to physically attend VCF events at least quarterly.

5. MEMBERSHIP

VCF general membership is open and granted to anyone who joins the mailing list. Voting rights will be granted to active members who register to vote no less than 30 days before an election.

6. OPERATIONS

1.1 Meetings

The committee will meet on a regular basis to discuss and review projects, goals and initiatives, and will document and publish meeting minutes reports via the VCF-MA email list. Committee meetings will be governed by the following rules:

- Meetings will be held in person or by telephone/video conference
- Actions can be taken without formal meetings and by coordination via email or other collaboration methods, as long as majority rules are respected.
- Agenda items should be submitted to the committee chair or delegate at least two business days prior to the scheduled meetings
- Agendas and attendee lists will be provided prior to the meetings



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- A simple majority of the full committee shall constitute a quorum for the transaction of VCF-MA business, excepting where a super-majority is required.
- A simple majority shall carry a vote. In the case of a tie, the committee chairperson or designated delegate will determine the tiebreaker.
- Meetings will normally be attended by committee members, VCF board members and other designated people. VCF board members may contribute normally to committee business but will not have a vote.
- Non-committee members may attend meetings as members of sub-committees, or to discuss pertinent business as requested. Non-committee members may not bring motions or vote.
- Motions may be brought forward by any committee member or VCF board member. If a motion is seconded by another committee member, the motion is carried and will be considered by the committee for further action.
- Meeting participants may change based on initiatives, projects, member availability and the operations of the committee sub-groups.
- Any governance items not covered in this charter will default to the Vintage Computer Federation bylaws and mission statement as detailed in the official Vintage Computer Federation, Inc. bylaws document if so referenced. Otherwise, the committee may elect to amend the charter.

1.2 Communication

In order to succeed at VCF-MA collaboration efforts, communicating the committee's work and recommendations in an efficient and consistent manner is crucial. By raising awareness of VCF-MA projects throughout the organization, the committee will continue to progress the strategic plans. The committee will provide a forum to evolve the communication methodology and provide methods of sharing the information. Possible communication channels may include:

- Email
- Collaboration portal
- Speaking at meetings to discuss projects, roadmaps, or other ideas to improve museum operations
- Online forum to facilitate discussions
- Appearances at tech related events

1.3 Sub-committees

The committee may seek the help of subject matter experts to make recommendations for specific projects and standards by forming focused sub-committees. All sub-committees should be led by or at minimum include one steering committee member to facilitate communication between the sub-committee and the steering committee. A sub-committee will be assembled with the appropriate subject matter experts and convene to develop an official action plan for the



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steering committee. Once the final plan is completed and approved by the steering committee, accountabilities will be assigned, and work will commence. The sub-group will be dismissed upon completion of any follow-up work and any informational artifacts will be archived.

7. INITIAL CHARGE

The first project that VCF-MA has charged the committee to undertake is the formation of an initial committee group and a charter. The scope of these activities are as follows:

- Establish the VCF-MA charter, governance and initial committee membership
- Publish the charter
- Establish sub-committees to accomplish operational goals
- Establish the first-year goals and guidance for future years
- Oversee election of committee members for subsequent years



8. APPENDIX

a. Abbreviations and Terms

Abbreviation	Term
VCF	Vintage Computer Federation
VCF-MA	Vintage Computer Federation Mid-Atlantic

Term	Definition
Vintage Computer Federation, Inc.	The legal entity incorporated under Section 501(c)(3) of the U.S Internal Revenue Service code
Vintage Computer Federation Mid-Atlantic (VCF-MA)	A chapter of the Vintage Computer Federation, headquartered at 2201 Marconi Road, Wall NJ 07719
Steering committee	The VCF-MA steering committee
Sub-committee	Group(s) comprised of at least one steering committee member and/or other VCF members
Election cycle	Defined as every two years starting December 2020
Board	The national VCF Governing Board of Directors

b. Revision History

Revision Number	Previous Version Effective Date	Description of Change
<<0>>	11-Nov-2019	<<Draft>>
<<1>>	06-Oct-2020	<<Revised draft with steering committee>>
<<2>>	13-Oct-2020	<<Finalize with steering committee>>



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9. APPROVALS

APPROVED BY:		Effective: <<dd Mmm yyyy>>
_____	_____	_____
Print Name	Signature	
_____	_____	_____
Title	Date (dd Mmm yyyy)	
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