The use of controlled vocabularies for bibliographic metadata “ensures that everyone is using the same word to mean the same thing”. The continuous revision, update and maintenance of the COAR Controlled Vocabularies and its adoption by the most commonly used open repository software is a way to enhance the interoperability across repositories and with other related systems such as harvesters, CRIS systems, data repositories and publishers.

The COAR Controlled Vocabularies are governed and maintained by an Editorial Board, which consists of representatives from COAR member organizations with an interest in contributing to this work. The Editorial Board assesses existing vocabularies and dictionaries and will adopt the most appropriate existing terms and definitions whenever possible. In cases where there are gaps in terms identified by the community, new terms are defined by the group. The Editorial Group also reviews community input (which is submitted through this form https://www.coar-repositories.org/feedback-form-vocabularies/) and translates vocabulary terms into numerous languages. In some circumstances, where there are languages missing and a willing volunteer, COAR will accept membership from outside the COAR community.

Membership will be for a two year term with the opportunity to renew or step down.

**Responsibilities of Task Group Members**

Task group members will be responsible for the of following activities:

- Review and decide on comments and suggestions for vocabulary terms
- Find relevant matches of concepts in like-minded vocabularies maintained by other initiatives
- Develop/refine/and work on definitions for terms
- Translate vocabularies into local languages (as needed)
- Attend Editorial Board meetings (on average bi-monthly, but occasionally more often)
- Periodically review matching terms for changes in links and/or definitions
- Promote the vocabularies in their communities

The work of the Task Group is not time limited and will be a continual effort, but we recognize that members will come and go periodically.

**Meeting Frequency**

The group will meet irregularly when there are new developments with the vocabulary that need to be managed. Every few years, COAR does a major update with one of its vocabularies which requires sustained participation for several months. Much of the work can be done via email and shared documents.