

# **ASA Outreach and Communication Committee**

## **Terms of Reference**

### **Role/Purpose**

The Outreach and Communications Committee advises and provides recommendations to the Archives Society of Alberta's (ASA) Board of Directors regarding outreach and advocacy initiatives and communication strategies.

The Committee supports ASA members to conduct outreach and advocacy in a manner that is manageable by providing resources and organizing Alberta-wide collective outreach initiatives throughout the year.

### **Membership**

#### **Chair**

##### Selection Criteria

- Appointed by the ASA Board of Directors

##### Responsibilities

- Chairing Committee meetings
- Distributing polls to select the date and time of the next meeting to members
- Issuing notices of Committee meetings to committee members
- Drafting and distributing meeting agendas
- Establishing consensus among Committee members
- Conducting votes in cases where consensus cannot be reached
- Facilitating discussion on agenda items
- Preparing and presenting an annual report on committee work

#### **Secretary**

##### Selection criteria

- Position will rotate throughout the Committee membership on a meeting-to meeting basis

##### Responsibilities

- Taking minutes of meetings and distributing them to Committee members
- Recording attendance for meetings

#### **Members**

##### Selection criteria

- ASA individual members can apply to calls for membership to be considered for membership on the Committee
- The Committee consists of between three to six ASA individual members

## Responsibilities

- Members are expected to attend and participate in Committee meetings
- Members will contribute to Committee activities including:
  - Drafting Committee governance documents
  - Planning and executing the Committee's outreach, advocacy, and communications initiatives
- Members will uphold a standard of conduct where members and their opinions are treated with respect and discussion is valued, open, and professional
- Members are expected to stay informed about Committee matters
- Members are expected to stay informed about current trends and issues in outreach and advocacy

## Board Representative

### Selection criteria

- Selected at ASA Board of Director's meetings

### Responsibilities

- Presenting the Committee's recommendations and plans to the ASA Board of Directors

## Meetings

- Meetings will be held at least four times per year
- Meetings will be held via videoconference and a teleconference option will be available; sometimes meetings will be in-person
- Committee members will decide on dates and times of meetings via online poll that is distributed by the Chair at least one month prior to the date of the meeting
- Notices of meetings will be distributed by the Chair at least one week prior to the meeting
- Meeting agendas will be provided by the Chair at least three days prior to meetings
- Polls, notices, and agendas will be distributed by the Chair within a reasonable timeframe in cases where special meetings of the Committee are scheduled
- Meeting minutes will be taken by the Secretary
- Meeting minutes will be distributed by the Secretary to committee members at least three days after a meeting
- Meeting minutes will be digitally filed by ASA's Executive Director
- Decisions will be made by consensus
- A vote will occur if consensus cannot be established and a vote via voice will take place where the position with the most votes will be adopted
- Members must notify the Committee Chair in advance of meetings if they will be absent
- Members who are absent can send material for discussion to the Chair prior to the meeting

## Terms

- Members can serve on a committee for a maximum of six years
- If a member misses three consecutive meetings without reasonable cause, he/she will be asked to step down from the committee

## Relevant Documents

- ASA Bylaw
- ASA Strategic plan
- Communications plan
- Business plan

## Reporting

The Board Representative presents the Committee's recommendations and plans to the ASA Board of Directors.

The Chair, or another committee member if the Chair is unavailable, presents the committee's annual report to membership at large during the AGM.

## Review

The Terms of Reference are to be reviewed every two years by the Committee

## Version Control

Approved By:	ASA Board of Directors
Date Approved:	March 7, 2020
Reviewed	