

Archives Society of Alberta
Alberta On Record Committee Terms of Reference
November 2017

Membership Composition

- Chair: Appointed by the ASA Board of Directors
- Members: Between three and six individual members of the ASA, recommended by the Chair for approval by the Board, as well as a Board Representative
- Executive Director (non-voting)
- Database Administrator (non-voting)

Related and Governing Policies

- ASA Bylaws
- AOR Policy
- AOR Manual

Responsibilities

All Committee Members

- Advise the Board of Directors on matters relating to the development and maintenance of the AOR Database
- Create policy for the administration of the AOR Database
- Promote professional standards (i.e. Rules for Archival Description, etc.)
- Encourage member participation and increase overall member satisfaction
- Coordinate efforts and actively participate in provincial, regional and national network initiatives (including archivescanada.ca)
- Committee members are expected to participate in committee meetings or provide reasons for absence; participate in a fair share of the work undertaken by the Committee; keep in touch with the Committee regarding work they are responsible for; advise the Committee in the event that delays arise; and report to the Committee Chair.
- Any committee member must declare any actual, potential or perceived conflicts of interest as soon as they are aware of such conflicts.

AOR Committee Chair

- Chairs AOR Committee meetings
- Reports to the Board Representative on the activities of the committee
- Set the tone for the Committee's work
- Recruit members
- Coordinate Committee meetings, including agenda and minutes/summary
- Work with the ASA Secretariat on committee logistics
- Prepares the annual report

AOR Committee Board Representative

- Attends AOR Committee Meetings
- Reports the advice and plans of the committee to the Board of Directors

Expected Outcomes

- The AOR Committee will meet as required in consultation with the Database Administrator
- Review the efficiency of the database and assess whether it is meeting member needs
- Review member comments on the database and address any issues presented to the Database Administrator by members or Artefactual Systems
- Recommend to the Board how best to use Artefactual support tickets for database maintenance or development

Review

The Terms of Reference are to be reviewed annually by the Committee.

Version Control

Approved By:	Board of Directors
Date Approved:	<i>June 2016</i>
Reviewed:	November 4, 2017