



archives
SOCIETY OF ALBERTA

BOARD MANUAL

September 2016

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ORGANIZATIONAL INFORMATION

407-10408 124 St NW
Edmonton, AB T5N 1R5
Phone: (780) 424-2697
Fax: (780) 425-1679

Website: <http://www.archivesalberta.org>
Email: info@archivesalberta.org

Mission

The Archives Society of Alberta (ASA) strives to create a cohesive and engaged community by providing its members with the opportunities for professional assistance, continuing education, awareness initiatives, online presence, and other services that the provincial archival community requires to assist the people of Alberta, Canada, and the world in experiencing the province's unique archival heritage.

Vision

The Archives Society of Alberta provides the tools and resources necessary to preserve Alberta's documentary heritage.

Goals

- 1) Members access educational opportunities through the ASA.
- 2) Ensure online access to archival information is available for all.
- 3) Demonstrate excellence in governance, succession planning and staff training through good corporate practice.
- 4) Promote ASA services to attract and retain members and ensure member needs are met.
- 5) Promote archival awareness to a variety of external audiences.
- 6) Maintain long-term financial stability.

To support these goals, the ASA provides the following services:

- Advisory Services Program
- Online databases for archival records in Alberta
- Online directory of member archival institutions in Alberta
- Special Workshops and Archives Institute
- Grants to assist professional development
- Grants to preserve archival records and make them available
- Quarterly newsletter
- Archives Week exhibits and events to promote archives to both decision-makers and the general public
- Social media presence

FACILITIES INFORMATION

Parking

The main parking for the ASA varies. The ASA has 1 parking spot for the underground parking lot used by the Executive Director. All other parking is street parking.

Office & Building Hours

Regular AMA office hours at 124th Street are 9:00am - 3:00pm, Monday to Friday. The ASA office is available by appointment only.

ASA SECRETARIAT

Executive Director/Archives Advisor

The Executive Director/Archives Advisor is responsible for implementing the policies, procedures, and guidelines created by the ASA and overseeing the day-to-day financial and administrative management of the programs and services provided by the ASA, and is also responsible for providing advisory services to assist in the creation of new archival programs and to enhance the advancement of existing archival programs in Alberta. As such, the Executive Director / Archives Advisor

- Supervises the day-to-day management of the ASA Office operations.
- Supervises ASA staff and contractors.
- Attends all the meetings of the ASA Board and its committees.
- Represents the ASA at meetings, conferences, and other public events.
- Acts as a signing authority on ASA accounts.
- Prepares grant applications to support ASA objectives and programs.
- Assists the ASA Grants committee with its adjudication process.
- Teaches the Archives Institute.
- Assists in the planning of other ASA-sponsored professional development activities (workshops/conferences) as required.
- Responds to queries by individuals regarding the archival community, research resources, grants, and other archives related questions.
- Provides site visit reports for archival programs.
- Writes a quarterly column for the ASA newsletter.
- Performs other duties as required.

The Executive Director / Archives Advisor works 35 hours per week.

Administrative Assistant

The Administrative Assistant is responsible for general administrative duties, overseeing the ASA website, and communicating with ASA members. The Administrative Assistant works 10 hours per week.

Database Administrator

The Database Administrator is responsible for overseeing the management of the Alberta on Record Database. The Database Administrator works 5-10 hours per week (as needed).

Financial Coordinator

The Financial Coordinator provides financial management services for the Society on a contract basis. The Financial Coordinator works approximately 10 hours per month.

Contractors

The ASA hires various contractors to assist with event planning, conference planning, IT services, etc. From time to time, contractors are hired on grants to manage projects (such as the Flood Program or the DHCP grant).

EXPECTATIONS OF BOARD MEMBERS

Board Roles and Responsibilities¹

Directors should have good interpersonal, communication, and organizational skills; an understanding of volunteer-driven organizations; a willingness to foster positive, respectful working relationships between Directors, the Secretariat, and ASA members; and an above-average volunteer commitment to improving Alberta's archival community.

In addition to the regular duties outlined in the following job descriptions, all Directors will be assigned to liaise with an ASA committee, which requires attendance at the committee's meetings and communication between the committee and the Board regarding the committee's activities.

Other duties may be assigned to Directors from time to time, with a time commitment to those activities that may vary from 2 to 20 hours per month.

Governance

The Archives Society of Alberta's Board of Directors is governed by the provisions of the Alberta Societies Act, the ASA's bylaws, and other legislation applicable to not-for-profit societies.

Membership

The Board of Directors consists of six positions: President, Vice-President, Secretary, Treasurer, Institutional Member-at-Large, and Individual Member-at-Large.

All persons holding these positions must be individual or honorary members of the Society.

With the exception of the Institutional Member-at-Large, all positions are elected by the membership at the Annual General Meeting.

The President, Treasurer, and Individual Member-at-Large are elected in even-numbered years. The Vice-President and Secretary are elected in odd-numbered years.

The Institutional Member-at-Large is elected in odd-numbered years at the Institutional Forum prior to the AGM by representatives of ASA's institutional members.

Members of the Board of Directors are elected to a two-year term and may stand for a second two-year term in the same position. They may serve an additional two-year term in a different position for a total of six consecutive years on the Board.

¹ For more details about board expectations, roles and responsibilities please refer to the ASA By-Laws, the ASA Board Code of Conduct and the ASA Confidential Agreement.

Accountability

The Board of Directors is responsible to the membership for the formulation of policy, the management of the current affairs of the Society, and other duties that the membership may delegate to the Board from time to time (ASA Bylaw Section 2.2). The Directors act as the decision-making authority for the membership between AGMs. They also set the scale and amount of membership dues (ASA Bylaw Section 1.2).

The Board of Directors has a duty to the ASA to avoid conflicts of interest, remain loyal to the Society and its objectives, be accountable for their actions, maintain and respect confidences, and not profit from its activities. The Board of Directors will declare any actual, potential, or perceived conflicts of interest as soon as they are aware of such conflicts.

All members of the Board of Directors are expected to attend Board meetings or provide reasons for their absence; to actively participate in discussions; to complete their fair share of the work; and to prepare for meetings by reviewing the agenda and resource documents beforehand.

The Board of Directors is responsible for the preparation and custody of the minutes of the proceedings of the Society, and of records of the Board of Directors and other books and records of the Society. At the end of the fiscal year or if they leave the Board or committee early, retiring Officers and Chairs will arrange for any ASA records to be transferred to the ASA Office to be directed to their successor or to be managed according to the ASA's records schedule.

Board Meetings

Directors should be able to commit to at least one five-hour in-person meeting approximately every two months. Meetings typically take place in Edmonton, Red Deer, or Calgary, depending on the composition of the Board of Directors and the cost-effectiveness of travel options. Travel costs are reimbursed by the ASA at standardized rates, and meals are provided at meetings. (Please refer to the Board Expenditures reference in this manual.) Board meetings typically take place on Saturday afternoons from 12:00 pm to 4:00pm. Lunch and other food are provided by the ASA Secretariat. While it is ideal to have all Board members present at meetings, arrangements can be made for teleconference if necessary.

The Executive Director / Archives Advisor is present at all Board Meetings.

Annual General Meetings

The Annual General Meeting takes place in May. It is either held in conjunction with the ASA biennial conference or in Edmonton or Calgary. All of the Board of Directors' Officers are expected to attend the Annual General Meeting.

INDIVIDUAL BOARD POSITION EXPECTATIONS²

President

- Serves as the chair of the Annual General Meetings and the meetings of the Board of Directors.
- Casts the deciding vote in the case of a tie vote at the Annual General Meeting.
- Ensures the Annual General Meeting is conducted effectively, efficiently, and within applicable legislation, ASA bylaws, and ASA policies.
- Is responsible for directing the Society's strategic and long-term planning, including evaluation of the effectiveness of these plans.
- Provides guidance, leadership, and executive supervision of the Board of Directors.
- Acts as the primary liaison with the Executive Director / Archives Advisor which includes periodic meetings and performance evaluations of that position.
- Liaises with the Executive Director / Archives Advisor regularly on matters related to the Society's operations to ensure their efficiency and effectiveness.
- Assigns committee liaison positions for the Vice President, Secretary, and Individual and Institutional Members-at-Large.
- Writes the annual report of the Board of Directors and presents it at the Annual General Meeting.
- Acts as the Society's official spokesperson in representing the Society and its position to the media, external organizations, or at community functions, although this role may be delegated selectively to the Executive Director / Archives Advisor.
- Contributes a column to every issue of the ASA newsletter.

Vice-President

- Undertakes the duties of the President in the President's absence.

Treasurer

- Oversees the financial policies, procedures, and operations of the ASA.
- Supervises the keeping of the books of accounts and the accounting records required for efficient administration of the ASA.
- Reports regularly to the Board and annually to the membership on the financial status of the Society.
- When applicable, chairs the Finance Committee.
- Works with the Executive Director to ensure the necessary financial accounts are maintained.
- Works with the Executive Director in preparing reports for the Board of Directors meetings.

² Please refer to the Position Descriptions and ASA by-laws for additional details about each Board position.

- Liaises regularly with the Executive Director on annual audits, investments, and all other aspects of the ASA's financial operations.
- When required, acts as an arbiter in relations to applications received under the ASA's Education and Travel grants program.

Secretary

- Prepare the agenda for all regular board meetings
- Records minutes of regular board meetings.
- Prepares the agenda for the Annual General Meeting.
- Records minutes of the Annual General Meeting.

Individual Member-at-Large

- Carries out duties and special projects at the request of the Board of Directors.

Institutional Member-at-Large

- Carries out duties and special projects as required by the Board of Directors.
- Serves as chair of the Grants Committee and the Institutional Forum.
- Receives recommendations from the Institutional Forum to present to the Board of Directors on matters affecting ASA's institutional members and the development of the archival community and its needs.
- Liaises with the Secretariat regarding logistics for the Grants Committee's activities.
- Liaises with the Secretariat regarding agenda and logistics for the Spring and Fall Institutional Forums.
- Reviews institutional membership applications and members' continued compliance with membership criteria.

ASA COMMITTEES³

Education Committee

The Education Committee is responsible for the development, implementation, and co-ordination of archival education programs for the membership.

Grants Committee

The Grants Committee advises the Board of Directors on matters relating to the allocation of grants to institutional members and the establishment of criteria to determine such allocations. The Grants Committee consists of the following members: the Institutional Member-at-Large (Chair), two additional Board members, and two members from the general membership.

Nominations and Awards Committee

The Nominations and Awards Committee is responsible for soliciting and receiving nominations for elections of Officers, determining the eligibility of nominees, informing nominees of their duties, distribution of ballot papers and electoral information at the AGM, conducting ballots, adjudicating and recommending applications for awards and honorary members to the Board of Directors, recommending new awards to the Board of Directors, and developing terms of reference and forms of recognitions for awards. The Nominations committee consists of one current Board member, one past Board member, and one Member-at-Large.

Communications Committee

The Communications Committee advises the Board of Directors on issues of public awareness and advocacy and other matters which affect the operations of Alberta's archives, archivists, and members of the Society. Major projects include overseeing Archives Week events.

AOR Committee

The Alberta on Record Committee is responsible for advising the Board on issues related to the AOR Database.

Fonds D'Archives

The Fonds D'Archives Committee is responsible for advising the board on issues related to the management and maintenance of the ASA Journal Fonds D'Archives.

Member Review

The Member Review Committee is responsible for reviewing the year-end financial records of the ASA to ensure that the Society is managing its funds in accordance with its mission and mandate.

³ For additional details about the responsibilities of each committee please refer to the committee Terms of Reference and the ASA by-laws.

BOARD EXPENDITURES

Expense	Parameters	Documentation
Travel - air	<ul style="list-style-type: none"> Economy class Expectation of booking in advance to secure the best rate available Cancellation insurance purchase is ineligible 	<ul style="list-style-type: none"> Airline invoice or confirmation Boarding pass (original) Purpose of travel and itinerary
Travel - rented car	<ul style="list-style-type: none"> Economy size vehicle Insurance 	<ul style="list-style-type: none"> Rental car invoice Purpose of travel and itinerary
Travel - personal vehicle	<ul style="list-style-type: none"> 50¢ per kilometer All relevant parking expenses Applicable to in-town travel to and from job sites or meetings but not for home to office travel 	<ul style="list-style-type: none"> Purpose of travel and itinerary Parking receipts
Travel - bus	Red Arrow, Ebus, Greyhound, or comparable	<ul style="list-style-type: none"> Bus invoice Purpose of travel and itinerary
Travel - hotel	Single economy room	<ul style="list-style-type: none"> Hotel invoice Purpose of travel and itinerary
Travel - per diems	<ul style="list-style-type: none"> The ASA currently has no set per diems for meals. Board members are expected to be fiscally responsible when dining out. A price of approximately \$50 in meals per day is reasonable. 	<ul style="list-style-type: none"> Purpose of travel and itinerary Receipts required
Professional Development	<p>The ASA will, to an annual limit, reimburse Board members for expenses directly related to the following when they support or enhance the Board member's skills that are relevant to his/her work at ASA:</p> <ul style="list-style-type: none"> Workshops/courses and other educational opportunities 	<ul style="list-style-type: none"> Pre-Approval required Invoice or receipt Description of event

ASA ANNUAL CYCLE

The activities and their time periods at the ASA are as follows:

- **Membership renewals** - April 1
- **Grant Reports due** from previous fiscal year - April 30
- **Archives Institute** - April to May
- **Conference (biennial)** - late May
- **Institutional Forum** - one in May, one in October
- **Annual General Meeting** - late May
- **Spring workshop** - any time in Spring, often with conference
- **Newsletters** - 4 times per annum with Summer being the Annual Report, see below
- **Institutional Reviews** - Summer and Fall; these occur every 5 years per institution
- **Grants (bursary)** - deadline on July 30
- **Archives Week** - first week of October
- **Fall workshop** - any time in the Fall
- **Grants (Access to Holdings)** - November is the announcement, February the application deadline
- **Grants (other educational)** - ongoing all year

REPORT, ETC.	DATE OF ISSUE	DEADLINE FOR SUBMISSION	RECEIVED BY
Spring Newsletter	Before June 21	February 10	Administrative Assistant
Fall Newsletter	Before December 21	August 10	Administrative Assistant
Winter Newsletter	Before March 20	November 10	Administrative Assistant

MEMBERSHIP INFORMATION

ASA represents archivists and archival institutions in Alberta; ASA membership provides a forum for which members can voice how our profession should be supported. Membership populates the networks, plans and develops programs, provides leadership, and forms the Board of Directors. Membership at the ASA gives voice to archivists and archival institutions in Alberta.

All members are entitled to:

- ✓ Nominate and elect individuals to the ASA Board of Directors
- ✓ Vote at ASA's Annual General Meeting
- ✓ A comprehensive membership directory
- ✓ Exclusive members-only discounts on workshops as well as social events
- ✓ First contact for involvement and volunteer opportunities with ASA such as serving on committees and the Board of Directors

Institutional members are entitled to:

- ✓ Grants for various archival projects
- ✓ Benefits if additional funding is received from a government body to support archives

Individual members are able to apply for:

- ✓ Professional development travel grants
- ✓ Bursaries for those individuals engaged in post-secondary education in the archival profession

Individual Membership

Individual membership shall be accorded to any person who supports the objectives of the Society, who is engaged in archival work, and who has paid the annual membership fee of the Society. Individual members in good standing have the right to vote and hold office in the Society.

Associate Institutional Membership

Associate Institutional membership shall be accorded to those institutions that support the purposes and Constitution of the Society, are engaged in or interested in archival work, have paid the annual membership dues of the Society, but do not qualify for institutional membership. An Associate Institutional member in good standing shall designate only one person to vote and to be eligible to hold office in the Society.

Institutional Membership

Institutional membership shall be accorded to those institutions that are engaged in the identification, preservation and use of archival records. They must have an operational mandate, formal commitment of resources, public access policy, and opening hours equivalent to at least one (1) day or seven (7) hours per week, as well as operating procedures consistent with generally recognized archival practices. An Institutional member in good standing shall designate only one representative to vote and to be eligible to hold office in the society.