

ASA Conference Program Committee

Terms of Reference

Role/Purpose

The Conference Program Committee advises and provides recommendations to the Archives Society of Alberta's (ASA) Board of Directors regarding the program of its biennial conference.

Membership

Members

Selection criteria

- ASA individual members can apply to calls for membership to be considered for membership on the Committee;
- The Committee consists of at least three ASA individual members and one board representative.

Responsibilities

- Members are expected to attend and participate in Committee meetings;
- Members will contribute to Committee activities including:
 - Review and provide feedback on a call for proposals, if asked
 - Adjudicate session and paper submissions for the conference program
 - Develop a conference program which is in line with the theme

Please note the Conference Program Committee is not responsible for logistical planning such as the selection of the venue, conference/workshop registration, planning or organizing social events associated with the conference (such as the opening reception). These tasks are the responsibility of the Secretariat.

- 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.

Board Representative

Selection criteria

- Selected at ASA Board of Directors meetings

Responsibilities

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

Meetings

- Meetings will be held in the year prior to the delivery of the conference and the committee will meet at least two times;
- Meetings will be held via videoconference;
- Meeting agendas will be provided at least three days prior to meetings;
- Polls, notices, and agendas will be distributed by the Chair within a reasonable timeframe in cases where meetings of the Committee are scheduled;
- Meeting minutes will be taken by the Conference Coordinator;
- Meeting minutes will be distributed by the Secretariat 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 Secretariat in advance of meetings if they will be absent;
- Members who are absent can send material for discussion to the Secretariat prior to the meeting.

Terms

- Members serve on the committee for approximately up to 8 months prior to the delivery of the conference;

Relevant Documents

- ASA Bylaw
- ASA Strategic plan
- Business plan

Reporting

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

Review

The Terms of Reference are to be reviewed every two years by the Board of Directors.

Version Control

Approved By:	Board of Directors
Date Approved:	
Reviewed	Sept 28, 2022