

archives
SOCIETY OF ALBERTA

STRATEGIC PLAN

2016-2018

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INTRODUCTION

The 2015-2018 Strategic Plan for the Archives Society of Alberta (ASA) will provide direction and guidance to meet the needs of Alberta’s dynamic and diverse archival community in the coming year. The Strategic Plan outlines the ASA’s structure and core objectives with links to goals, activities, outcomes and planned actions related to the core objectives.

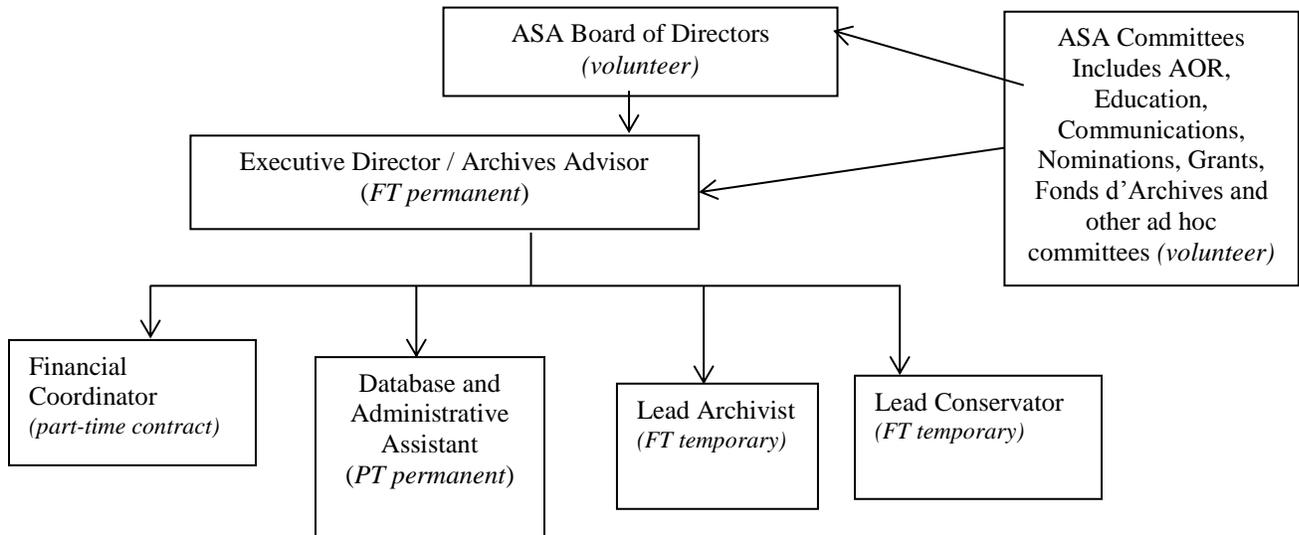
VISION STATEMENT

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

MISSION STATEMENT

Striving to create a cohesive and engaged archival community, the Archives Society of Alberta will provide its members with 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.

SOCIETY STRUCTURE



The ASA is incorporated under the Alberta's *Societies Act* as a not-for-profit organization governed by five volunteer board members elected at annual general meetings and one board member elected by institutional members at the Institutional Forum, an advisory body to the board. The Society has staff members including a full-time Executive Director/Archives Advisor, a part-time Database and Administrative Assistant and a contract Financial Coordinator.

COMMITTEES

In addition to the work undertaken by these people, the ASA has a number of committees (listed below) that are tasked with various projects designed to accomplish the ASA's core objectives:

- Alberta On Record (AOR) Committee provides direction regarding the ASA's online databases of archival descriptions and digitized materials
- Communications Committee promotes public awareness of archives by organizing a variety of events including the publication of an annual calendar and coordinating Archives Week events.
- Education Committee coordinates archival education initiatives, including the Archives Institute fundamentals course as well as two advanced course offerings per fiscal year)
- Nominations and Awards Committee finds nominees for ASA board positions and awards
- Grants Committee, chaired by the Institutional Member at Large, adjudicates applications for project funding provided by the Archives Society of Alberta.
- Conference Program Committee

FLOOD ADVISORY PROGRAM CONCLUDING SEPT. 2016

On January 27, 2014, Alberta Culture and Tourism announced that it would provide funding to the ASA to assist with the proper care of archival collections impacted by the 2013 floods in Alberta. The \$2 million dollars that the ASA received was part of a \$6 million commitment by the Government of Alberta to help flood impacted museums and archives.

In order to oversee this project the ASA hired a Lead Flood Team consisting of an Archivist and Conservator based in Edmonton as well as several contractors (archivists and conservators) located on sites throughout the province to work on the affected sites.

MEMBERSHIP

As defined in Section 1 of the ASA bylaws, the ASA's membership consists of the following categories:

- Honorary: Awarded by the ASA Annual General Meeting on recommendation of the ASA Board of Directors to individuals for their distinguished archives work in their own institution, on behalf of the ASA, or in another manner
- Individual: Available to any person who supports the objectives of the Society, is engaged in archival work, and pays the annual membership fee
- Associate Institutional: Available to any organization that has an interest in archives but does not meet the criteria of institutional membership
- Institutional members: Available to those institutions engaged in the identification, preservation and

use of archival records who meets standardized criteria regarding how this work is done

SWOT ANALYSIS

STRENGTHS

- Successful events for Archives Week - an event to promote archives to the public
- New website
- The workshops that we offer are well attended
- Professional staff that are engaged and committed to the ASA
- Recruit staff with ease
- Support of local, provincial, and national archival community

WEAKNESSES

- Unclear roles of some of the committees
- Lacking in policies and procedures which makes succession difficult

OPPORTUNITIES

- New staff bring new perspectives
- New database - Alberta On Record - it is capable to have more information; the conversion project was a learning process
- The ASA has a collaborative work culture
- Continued interest from new archival institutions

THREATS

- One major source of funding
- Lack of public awareness of the archival profession
- Difficulty getting volunteers for Boards and committees

LONG-TERM STRATEGIC OBJECTIVES

- 1) Provide educational opportunities and demonstrate support to achieve excellence in professional archival practice;
- 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 with a goal to maintain sustainability;
- 4) Promote ASA services to attract and retain members and ensure member needs are met;
- 5) ASA promotes archival awareness to a variety of external audiences.