

ASA EDUCATION COMMITTEE TERMS OF REFERENCE

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 member representative.

Related and Governing Policies

- ASA Bylaws
- ASA Registration and Attendance Policy

Responsibilities

All Education Committee Members -

- Encourage and develop archival skills among those involved in archival work by establishing seminars and workshops on archival principles and procedures and distributing information relating to archival administration and practice.
- Develop, implement and coordinate archival educational programs for the membership including all workshops and the Institute.
- Advise the Board of Directors on matters relating to the educational activities of the Society.
- 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.

Education Committee Chair –

- Chairs Education Committee meetings
- Is expected to report 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; and prepare an annual report.

Education Committee Board Representative –

- Reports the advice and plans of the committee to the Board of Directors

Expected Outcomes

- The Education committee will meet at least twice per year to plan workshops, advise the Board on any policies related to education at the ASA and work on other ASA education related matters
- The ASA aims to hold a Spring workshop in May, a Fall workshop in September and the Archives Institute in April-May and the committee and its delegate (ASA Secretariat) will try to arrange workshops during that time
- The committee aims to plan its workshops six to twelve months in advance.

Review

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

Version Control

Approved By:	
Date Approved:	
Reviewed:	