

NHDS Advisory Committee Terms of Reference

Purpose/Objective:

The National Heritage Digitization Strategy (NHDS) envisions a future in which digital access to Canada's diverse documentary heritage is comprehensive, ubiquitous, and has a profound impact on Canadian culture, education, research, and innovation.

The NHDS Advisory Committee is an unincorporated body whose members are aligned in engaging the Canadian library, archive, and museum community and Canadian creators in sharing expertise, to facilitate the digitization, preservation, and discovery of Canadian heritage. The Advisory Committee is composed of volunteer members from institutions across Canada who lend their collective voices and resources in support of national scale preservation and digitization initiatives.

Responsibilities:

- Recommend strategic and policy directions for the NHDS to the Executive Committee
- Track digitization capacity in Canada, including but not limited to digitization projects, scanners and other technologies, strengths, gaps, and areas of expertise
- Identify NHDS projects and capacity-building initiatives for review by the Executive Committee
- Endorse, disseminate, share, and determine future requirements in the area of standards
- Collect and share best practices for infrastructure to ensure sustainability of repositories
- Identify and recommend discovery mechanisms for ensuring access
- Identify strategies and tools to help organizations identify documents of national, regional, and/or local significance
- Ensure that the NHDS is representative of the Canadian GLAM community with respect to diversity, equity, and inclusion principles and recommend consultation and outreach initiatives

Membership:

Membership in the NHDS Advisory Committee is limited to Canadian public or not-for-profit GLAM (gallery, library, archives, and museum) organizations, committed to, and with a demonstrated investment in the digitization of, preservation of, and access to Canadian heritage.

Membership Process:

New Advisory Committee members are approved by a simple majority of the current Advisory Committee following an expression of interest. Members on the Advisory Committee remain members so long as they remain in good standing with the terms of membership of the committee. Notwithstanding the above, members of the Advisory Committee may be removed by a two-thirds majority at a properly constituted meeting of the Advisory Committee.

Chair:

The Chair of the NHDS Advisory Committee will be appointed by the Executive Committee for a term of two years once renewable. The Chair of the Advisory Committee will also serve as a Vice Chair of the Executive Committee.

The Chair will call and chair meetings of the Advisory Committee, ensuring the Advisory Committee meets on a regular basis. They will prepare meeting agendas with the help of the Secretariat and direct the preparation and distribution of information packages for Advisory Committee meetings. The Chair will

oversee the logistics of the operations of the Advisory Committee and provide leadership to ensure that the Advisory Committee can fulfill its responsibilities.

Vice-Chair:

The Vice-Chair will take over the responsibilities of the Chair when the Chair is not available. The Vice-Chair will be appointed by the Executive Committee for a term of two years once renewable.

Meetings:

Meetings will be held quarterly, as called by the Chair. In addition, any member of the Advisory Committee may call a meeting at any time, with the demonstrated support of a majority of the members of the Advisory Committee.

In all cases, a minimum of one weeks' notice is required for meetings of the Advisory Committee, with notice shared with all members in good standing by electronic or other means.

A quorum for any meeting is one-third of the current membership. All votes require a simple majority of members in attendance, save a vote to exclude a current member (which requires a two-thirds majority).

Language of Participation:

Advisory Committee members can work in their chosen official language and agree to create and maintain a work environment conducive to the effective use of both official languages.

Lines of Accountability and Communication:

The NHDS Advisory Committee is accountable to the broader GLAM community which it endeavours to represent. The Chair of the Advisory Committee reports on its activities to the Executive Committee. Minutes of the Advisory Committee are posted to the website.

Financial and Administrative Policies:

Advisory Committee members will not be remunerated for their service. Any costs incurred for meeting attendance or travel in support of the NHDS will be paid by the member organization.