

# Canadian National Heritage Digitization Strategy

## Terms of Reference for the Chair

<b>Appointment</b>	The Chair of the Canadian National Heritage Digitization Strategy (NHDS) Steering Committee will be appointed by the Committee.
<b>General</b>	The Chair of the NHDS Steering Committee is a revolving (1) year term, renewable for an additional one-year term, at the discretion of the Steering Committee. The Chair will be responsible for working with the Secretariat to draft reports, set agendas and approve records of decisions.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Provides leadership to the Committee with respect to its functions as described in the Committee's written mandate and as otherwise may be appropriate, including overseeing the logistics of the operations of the Committee;</li><li>• Calls and chairs meetings of the Committee;</li><li>• Ensures that the Committee meets on a regular basis: at least once a year in person and every two months by teleconference;</li><li>• Establishes a calendar for holding meetings and sets the agendas for the meetings of the Committee;</li><li>• With the support of the Secretariat, prepares the agenda items and directs the preparation and distribution of information packages for Committee meetings;</li><li>• Assigns work to Committee members or working groups as required; and</li><li>• Manages the Committee in an effective and efficient manner to ensure that the Committee can fulfill its obligations and responsibilities.</li></ul>