

## **NHDS Executive Committee Terms of Reference**

### **Objective/Purpose:**

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 Executive Committee is empowered by the Advisory Committee to set direction, organize projects, and develop funding models for various initiatives, in service of the digitization, preservation, and discovery of Canadian heritage.

### **Responsibilities:**

- Provide collective governance for the NHDS
- Set strategic and policy directions for the NHDS
- Assess progress towards the strategic objectives and planned deliverables
- Regularly report to the community the work of the NDHS and its progress and outcome.
- Develop funding models for various initiatives and seek funding opportunities for NHDS projects
- Organize and prioritize projects that encourage collaboration in areas of mutual interest and benefit
- Establish and oversee sub-committees or working groups which will be mandated to advance specific priorities
- Undertake the work of the Advisory Committee between meetings.
- May represent the NHDS on national and international projects

### **Membership:**

The Executive Committee is made up of at least five and not more than seven Directors, senior level staff, or equivalent of members of the Advisory Committee, elected by the Advisory Committee for a term of two years, once renewable. Members serve in the interest of the entire Advisory Committee.

The committee will be supported by the CRKN Heritage Projects and Partnerships Coordinator (.25 FTE), as well as the Senior Director, Strategy and Engagement.

### **Chair:**

Following each election, the Executive Committee will meet to appoint a Chair from amongst its membership. The Chair will oversee the logistics of the operations of the Executive Committee and provide leadership to ensure that the Executive Committee can fulfill its responsibilities. The Chair will ordinarily preside over meetings of the Executive Committee. In circumstances where the Chair is not available, another member of the Executive Committee may be asked to chair a meeting.

### **Appointment Process and Term:**

Members are elected for a term of two years once renewable. Executive Committee members may chair working groups or Sub-Committees.

### **Meetings:**

Meetings will be held virtually on a bi-monthly basis. The Chair may elect to call additional meetings as required, including in-person meetings as needed, at the expense of the members' home institution.

The anticipated time commitment is as follows:

6 teleconferences * 2 hours =	12 hours
1 hour prep-time per meeting =	6 hours

<u>Individual work outside of meetings (1 hours * 12 months) =</u>	<u>12 hours</u>
Total Annual Commitment	30 hours

A minimum of one weeks' notice is required for meetings of the Executive Committee. In emergency situations, a two-thirds majority of the Executive Committee may agree to meet at any time.

A quorum for any meeting is a majority of the current membership of the Executive Committee, with any vote requiring a simple majority of members in attendance.

**Language of Participation:**

Executive 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 Executive Committee reports on its activities and is accountable to the Advisory Committee.

**Financial and Administrative Policies:**

Members of the Executive Committee will not be remunerated for their service. Any costs incurred for meetings or travel must be covered by the committee members home organization.

**Review of this Terms of Reference**

With support of the Secretariat, the Executive Committee will review this Terms of Reference to ensure it reflects its priorities after one year, and then every three years.