

NHDS Secretariat Terms of Reference

Objective:

The Secretariat to the National Heritage Digitization Strategy (NHDS) is an organization appointed to provide governance, administrative and planning support to the Executive Committee, Advisory Committee, and any Sub-Committees or working groups which may be formed.

Responsibilities:

- Prepares meeting agendas and packages for committee review and discussion and records the results of all decisions.
- Provides staff support to fulfill the duties of the secretariat
- Delivers tools for collaboration and community building
- Supports the community-driven development of strategic and annual plans
- Measures progress toward strategic objectives and provides regular updates to the Executive Committee
- Provides grant application support and coordination as needed
- May represent the NHDS on national and international projects, at the request of the Executive Committee
- Provide general communications support, including overseeing the NHDS and SNPD websites and dissemination of key news
- Provide translation of official documents

The Heritage Projects and Partnerships Coordinator (.25 FTE), supported by the Senior Director, Strategy and Engagement, will attend all meetings of the Executive Committee, Advisory Committee, and Sub-Committees as an ex-officio member.

Appointment Process:

The organization providing the Secretariat is appointed by the Advisory Committee, based on the recommendation of the Executive Committee.

Term:

The Secretariat is ordinarily appointed for a three-year renewable term.

Either the Executive Committee or the organization providing the secretariat may cancel the appointment at any time with 90 days written notice, or shorter by written agreement of all parties. Written notice in this instance must be delivered between the current Chair of the Executive Committee and the Executive Head of the organization providing the Secretariat. All relevant documentation will be transferred to the new Secretariat.

Lines of Accountability and Communication:

The Secretariat reports on its activities through the Chair to the Executive Committee and provides regular updates to the Advisory Committee.

Financial and Administrative Policies:

Secretariat support is ordinarily provided as an in-kind contribution to the NHDS.

Secretariat staff will be remunerated in line with policies and practices of the organization providing the secretariat.