

Coalition for Canadian Digital Heritage (CCDH) Executive Committee Terms of Reference

Approved by the CCDH Executive Committee on May 3, 2023

Objective/Purpose:

The Coalition of Canadian Digital Heritage (CCDH) enables digitization, access, and preservation of heritage content for discovery and innovation.

The CCDH Executive Committee sets priorities, organizes projects, and develops funding models for various initiatives, in service of the digitization, preservation, and discovery of Canadian heritage in alignment with the CCDH strategic framework.

Responsibilities:

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

Membership:

The Executive Committee is made up of at least seven (7) and not more than ten (10) directors, senior level staff, or equivalent of GLAM (galleries, libraries, archives, museums) institutions in Canada. Members serve in the interest of the Coalition for Canadian Digital Heritage.

Representation on the Executive Committee includes a combination of:

- One (1) director or senior level staff to represent Library and Archives Canada
- One (1) director or senior level staff to represent the Canadian Research Knowledge Network
- One (1) Chair of the Advisory Committee of the CCDH
- Four to six (4-6) directors or senior level staff from the Canadian GLAM community, reflective of the various sectors involved in this work
- (Optional) One (1) director or senior level staff appointed by the Executive Committee to ensure a balance of representation

The committee will be supported by the CRKN Heritage Engagement Officer (.25 FTE), as well as the CRKN Senior Manager, Heritage Services.

Chair:

The Executive Committee will 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:

Not-for-profit Canadian GLAM institutions may nominate a representative to serve on the CCDH Executive Committee. Appointments to the Executive Committee are selected by a Nomination Committee made up of three representatives of the Executive Committee. Members are appointed for a term of three 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 (2 hours * 12 months) =</u> | <u>24 hours</u> |
| Total Annual Commitment | 42 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 on an annual basis to ensure it reflects its priorities.