

CCDH Advisory Committee Terms of Reference

Approved by the CCDH Executive Committee on September 13, 2023

Purpose/Objective:

The Coalition for Canadian Digital Heritage (CCDH) 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 CCDH 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 CCDH to the Executive Committee
- In alignment with the CCDH [strategic plan](#), the Advisory Committee and its working groups, in collaboration with the Executive Committee, will actualize the priorities and goals set out in the strategic planning process
- Track digitization capacity in Canada, including but not limited to digitization projects, scanners and other technologies, strengths, gaps, and areas of expertise
- Identify CCDH 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 CCDH is representative of the Canadian GLAM community with respect to diversity, equity, and inclusion principles and recommend consultation and outreach initiatives
- Ensure the CCDH is responsive to a broad range of actions and initiatives supportive and responsive to Indigenous cultural heritage, resurgence, and the recognition and affirmation of Indigenous rights

Membership:

Membership in the CCDH 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. For clarity:

- Membership is open to the full range of Indigenous cultural heritage organizations, institutions and initiatives
- Generally membership is limited to one representative per organization
- Additionally, membership is contingent upon commitment and alignment with the principles of the CCDH

Membership Process:

New Advisory Committee members are approved by the CCDH Executive 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.

Chair:

The Chair of the CCDH Advisory Committee will be elected by a simple majority of votes received from Advisory Committee members for a term of three years once renewable. The Chair of the Advisory Committee will also serve as a member 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.

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 CCDH 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 CCDH will be paid by the member organization.