

National Archives Committee Terms of Reference [REVISED BY MOTION E.2008.04.13]

Status:

- Permanent

Composition:

The national archives committee is comprised of two members plus the past president who would serve as chairperson. One member of the committee would be the past-president. Ideally, the second member of the committee would have experience as an archivist or librarian. Terms of the committee and its succession was approved by the national executive in 2012.

Frequency of meetings:

The committee may meet in person at the national office in Winnipeg or through electronic means and teleconference, as determined by the chairperson. Maximum onsite meeting should not exceed one per year.

Duties and Responsibilities of the Chairperson:

- becomes familiar with archival policies, procedures and guidelines, in addition to what material is archived and its location
- is responsible for placement of archival material
- with the assistance of a staff member assigned to archives by the executive director, reviews and places documents pertaining to League activities, photographs, information relating to conventions, meetings, honorary life members, etc., in national archival files and prepares material to be submitted to national archives in Ottawa
- will request from honorary life members correspondence of historical interest, written memoirs of term as national president and previous executive positions, statements, press clippings, reports of government meetings, information about special projects of national and international interest
- ensures that national office staff collates and has required copies of executive minutes and annual reports bound
- ensures that one bound copy of *The Canadian League* is retained by national office, and two unbound copies are sent to national archives in Ottawa at the completion of each national president's term, ending with fall issue, as per guidelines

Duties and Responsibilities of the Committee:

- becomes familiar with archival policies, procedures and guidelines, in addition to what material is archived and its location
- assists the chairperson in determining further policies and makes thoughtful and considered decisions concerning retention of archival material according to established policy and guidelines
- at the chairperson's request, meets to review and disperse archival materials
- recommends submission of certain documents to the archives in Ottawa as per guidelines

Duties and Responsibilities of the Designated Staff Member:

- prepares and sends updated indexes and information to the chairperson

- updates binders for the archives committee
- reviews and keeps archival files and sends updated indexes and information to the chairperson
- responsible for binding into volumes copies of annual reports, executive and convention minutes – one copy to remain in the national office, one copy to be sent to Library and Archives Canada
- responsible for binding into volumes one copy of *The Canadian League* to remain in the national office
- responsible for sending two unbound copies of each issue of *The Canadian League*, at the completion of each national president's term, ending with the fall issue, to Library and Archives Canada
- when submitting to the national archives, notification shall be included that the materials are to be placed with the League archives already in its possession and requesting an updated list of all archival materials, to be retained at national office and a copy forwarded to the chairperson
- ensure that bound copies of the annual reports, executive and convention minutes, *The Canadian League* and copies of documents waiting for binding and material waiting to be sent to the national archives are kept securely in the archival storage room

Allowable Expenses Include:

Expenses shall be paid in accordance with the League's National Executive Expense Policy.