

AAO Board of Directors Orientation Manual

The Archives Association of Ontario is a network of archives and archivists providing programs, education, advocacy and shared knowledge.

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# **1.0 Introduction**

The goal of this document is to assist new board members in becoming knowledgeable about what governs the organization, how meetings are run, and important information that needs to be completed throughout each term. This manual is designed to work in tandem with the AAO policies and procedures manual.

This document also acts as a reference that, at any time, should be consulted whenever any changes in infrastructure are being considered. It is a “living document” and as boards come and go, some areas will and should change.

# **2.0 AAO Mission Statement**

The Mission Statement of the AAO was created at the Leadership Meeting in October 2012:

“The Archives Association of Ontario is a network of archives and archivists providing programs, education, advocacy and shared knowledge.”

# 2.1 AAO Date of Establishment

On May 14th, 1993, the Archives Association of Ontario was officially established as a result of the amalgamation of the Ontario Archival Association and the Ontario Canadian Archives after their respective annual general meetings to approve this decision May 13th and 14th.

# **3.0 AAO Constitution**

The [AAO Constitution](https://docs.google.com/document/d/1F4oRecY1SwILl1h2-7skUCfafnTBZgw6xGYnZo6gIN0/edit#heading=h.gjdgxs) serves to outline the bylaws of the Archives Association of Ontario.

# **4.0 AAO Strategic Plan**

The [AAO Strategic Plan for 2015-2020](https://drive.google.com/open?id=0B9VtQlWTv9MDellkX3BwdzZLYmM) was approved by the AAO Board of Directors on May 8th, 2015 and presented to the AAO membership during the Annual General Meeting in London, Ontario on May 28, 2015.

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# **5.0 Secretariat, Staff and Board Members**

## 5.1 AAO Secretariat Office

As of May 1st, 2014 the AAO has been managed by association management company, Managing Matters Inc. The main contact for all general inquiries is:

AAO Secretariat

Email: [aao@aao-archivists.ca](mailto:aao@aao-archivists.ca)

Phone: 647-343-3334

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### 5.2 AAO Office Administration & Procedures

In an effort to make the administration of the AAO Office more efficient and effective, kindly see the procedures below for all emails requiring an action.

* **For urgent matters**, kindly add “URGENT” to the beginning of the subject line and I will respond ASAP. (*E.g. Subject: URGENT: AAO Conference*)
* **For all other matters**, please allow up to 24-48 hours for a reply. Office staff are also available via telephone throughout the business day, with the exception of meetings, if you would like an immediate response.
* **For detailed emails** where a group of people are involved in the back and forth communication, if there is an action required from the AAO Office, kindly make this clear in the body of the communication by highlighting or calling out (*E.g. Name: action required or Name – action required*).
* **For eblasts** that are required to be sent out to the membership/AAO listserv, kindly send full copy to the AAO Office at least two business days in advance.

## 5.3 AAO Staff

The AAO has two consultant staff members who report directly to the President:

**1) Archives Advisor, Iona McCraith**

Email: [archivesadvisor@aao-archivists.ca](mailto:archivesadvisor@aao-archivists.ca)

Phone: 705-277-1309

Iona provides services to Ontario archives by giving specific advice on professional standards and by making site visits to assist with professional and technical issues.

**2) Archeion Coordinator, Lisa Snider**

Email [archeion@aao-archivists.ca](mailto:archeion@aao-archivists.ca)  
Phone: (800) 208-1936

As the Archeion Coordinator, Lisa maintains the Archeion database repository. She is available to help members review descriptive standards, writing of descriptions and any technical concerns that members’ might have.

## 5.4 Board of Directors

The Constitution of the AAO (2012; amended in 2016, 2018) outlines the composition of the AAO Board of Directors.

As of 2018, the board consists of the:

* President,
* Vice-President / President Elect
* Secretary / Treasurer
* Two Directors without Portfolio
* Chair of the Institutional Development Committee (IDC)
* Chapter Stakeholder
* Past President
* All directors except for the Past President are voting members of the board.
* The position of Vice-President / President-Elect shall be elected each year for a three-year term: the incumbent shall become President in the second year of the term, and Past President the third year.
* Annually, one-half of the board shall be elected for a two-year term and the other half shall continue their two-year term.
* The two Directors without Portfolio shall be elected for a two-year term every even-numbered year, and the Secretary/Treasurer shall be elected for a two-year term every odd-numbered year.
* The Chapter Stakeholder shall be elected annually.

A current list of board members for any given year can be found on the Drive at: [REDACTED]

# **6.0 Expectations of Board Members**

## 6.1 Board Roles and Responsibilities

Board members of all non-profit organizations receive certain legal and financial benefits in exchange for taking care of a public need or obligation.

Individual directors have the following fiduciary responsibilities as defined by law:

* To hold, first and foremost, the interests of the organization over their own;
* To act loyally, honestly, and in good faith;
* To maintain, preserve and develop the resources of the organization;
* To avoid receiving personal gain from the organization;
* To govern and manage the organization’s resources;
* To implement programs and services for the benefit of the public (or segment of the public).

The roles of the AAO Board of Directors include the following key functions:

* To lead the archival community by setting an example of engagement, initiative, creativity and responsibility;
* To implement the AAO’s mission and review periodically to ensure that remains relevant;
* Establish the AAO’s strategic direction;
* Establish, implement and review policies about how the AAO is to be managed;
* Ensure the future viability of the organization;
* Monitor and assess the organization’s processes and outcomes;
* Record and qualify the organization’s successes for the purposes of reporting;
* Supervise, guide and give feedback to staff at the secretariat;
* Ensure its own effectiveness through self-reflection;
* Provide continuity and knowledge transfer by following records management best practices and AAO policies;
* Support the AAO’s identity within the community.

## 6.2 Onboarding Financial Procedures

## [REDACTED]

## 6.3 Individual Board Position Expectations

### 6.3.1 President

The President functions as the chairperson of the AAO Board of the Directors and thus provides leadership to the organization. Specific activities include:

* Ensuring that the board is fulfilling its responsibilities for the governance of the Association;
* Verifying with the AAO Secretariat that the policies and procedures of the Association are being followed by the board, committees, secretariat, and staff;
* Establishing the agenda for board meetings;
* Keeping track of the annual planning schedule;
* Optimizing the relationship between the board and staff, as well as the secretariat;
* Monitoring the ongoing pace and direction of the Association;
* Acting as the board spokesperson to the members and outside stakeholders including CCA, ACA and others;
* Spearheading proposal development for grant applications, overseeing applications in conjunction with staff, secretariat, and other members of the board and committees, and submitting final application packages;
* Coordinating and submitting required reports to funding bodies (e.g., Archives of Ontario);
* Preparing a quarterly “President’s Report” for each issue of Off the Record (OTR)

Estimated time commitment per month:

* 65 hours (15 hours/week)
* Additional hours during grant application peak periods (Archives of Ontario, PHO, and DHCP.

### 6.3.2 Vice-President / President Elect

The Vice-President/President Elect primarily serves to provide assistance in planning and policy decisions as well as communications and advocacy. Along with the President, the VP represents the AAO at meetings with the organization's stakeholders and within the broader Canadian archival community. Specific duties include:

* Liaising with various AAO Committees and Chapters (is an ex-officio member of all committees save the IDC);
* Performing the duties of the President in cases of absence or inability;
* With the President, providing general supervision of the operations of the AAO, the staff, and secretariat.

Estimated time commitment per month:

* 5 hours
* Additional time if the President requires extra support.

### 6.3.3 Secretary-Treasurer

The Secretary-Treasurer provides a key oversight function of the financial affairs and records management of the association. Specific duties include:

(Secretary role:)

* Being acquainted with Roberts Rules of Order, and ensuring the Board follows these in its proceedings (i.e., reminding meeting participants to properly motion, second and vote on decisions);
* Ensuring that documentation for all Board meetings is compiled, posted to the AAO Google Drive, and circulated to/shared with meeting participants one week in advance of each meeting, consulting with Board members as necessary to do so;
* Taking and finalizing all Board meeting minutes, and ensuring that all decisions are motioned and recorded;
* Circulating draft Board meeting minutes to meeting participants for review within two weeks following each meeting;
* Entering decisions carried in the master Motions database (located on AAO Google Drive);
* Saving all approved Board meeting minutes to the appropriate sub-folder under the [Final Meeting Minutes](https://drive.google.com/drive/folders/0B4VuqV1fiyhccEVpM3dNRV94ZlU) folder on the Google Drive to ensure public access to them via the AAO website;
* Playing a lead role in efforts to maintain and update the written policies, procedures, guidelines and manuals of the Board; and
* In collaboration with the AAO Office, ensuring that the records of the Association are properly filed and disposed of.

(Treasurer role:)

* Monitoring, on a monthly basis, the AAO's budget as prepared and managed on the Association's behalf by the AAO Office, and bringing issues regarding revenues or expenditures to the Board's attention as they arise;
* Ensuring the Board's financial policies are being followed, or recommending actions where financial policy gaps persist;
* In cooperation with the President, approving all expenses incurred by the Association and signing all cheques of the Association;
* Recommending the approval of the auditor (to be identified by the AAO Office) to the membership (to be ratified at each AGM);
* Presenting to the membership (at each AGM) highlights of the annual audit prepared by the auditor; and
* On behalf of the Board, working with the AAO Office to ensure that government compliance documents are filed with various government agencies as required.

Estimated time commitment per month:

* Most demanding in the week before, and two weeks following each Board meeting and AGM.
* Monthly financial statements reviews and expense approvals might require up to two hours per month; from January to March, additional time might be required to set budget for following fiscal year.

### 6.3.4 Directors without Portfolio\*

Effective May 2016, official duties of these positions will be focused on assisting with the general governing of the affairs of the Association. Specific duties may therefore include (but are not limited to):

* Serving as a Board liaison to one or more of the Standing and Special Committees of the AAO Board and/or Sub-committees thereof. Liaison positions involve attending Committee meetings as required, relaying relevant information between the Committee Chair and members and the Board, providing decisions, information and advice as the Board representative to Committees as required, and informing the Board of Committee questions and concerns and relaying information back to the Committee. Directors without Portfolio do not vote on Committee matters.
* Participating fully in Board decision-­making; and
* Contributing to the development of Association policies, procedures and guidelines.

\*Prior to May 2016 each of the Directors without Portfolio held dual roles: that of a Board Director and that of either AAO Web Administrator or OTR Editor. Election to a Director without Portfolio position does not preclude eligibility to serve as OTR Editor or Web Administrator.

Estimated time commitment per month:

* 2-5 hours

### 6.3.5 Chapter Stakeholder

The Chapter Stakeholder Position acts as the representative for the Chapters at a Board level. Specific activates include:

* Reporting all matters related to the Chapters discussed at a Board level to the Chapter presidents/chairs;
* Liaising with Chapters to bring matters of concern from the Chapter level to the Board level for discussion and/or action; and
* Optimizing the relationship between the Chapters and the Board.

Estimated time commitment per month:

* 2 - 5 hours
* Most demanding in the week before and following each Board meeting and AGM.

### 6.3.6 Chair, Institutional Development Committee

The Institutional Development Committee Position acts as the representative for the AAO institutional members at a Board level. Specific activates include:

* Reporting all matters related to institutional members discussed at a Board level;
* Liaising with institutional members to bring matters of concern from the institutional members level to the Board level for discussion and/or action; and
* Optimizing the relationship between institutional members and the Board.

Estimated time commitment per month:

* 2 - 5 hours
* Coordinate the annual Institutional Members Forum the day before the annual Leadership Meeting
* Most demanding in the week before and following each Board meeting and AGM.

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## 6.4 Board Support Positions

### 6.4.1 Off the Record Editor

This volunteer is responsible for being the editor of OTR.

OTR is the electronic newsletter published quarterly by the AAO. The newsletter is made up of submissions from the AAO community and members of the board, chapters and special interest groups on a number of different issues, including updates on outreach initiatives, articles sharing professional knowledge and experiences, collection highlights, group events, updates regarding board processes and membership, etc. The Editor may also arrange for theme issues of OTR from time to time.

The publishing schedule is as follows:

* Spring - last week of April
* Summer - last week of July
* Fall - last week of October
* Winter - last week of January

The OTR Editor is responsible for sending the initial call for submissions approximately 6 weeks prior to the submission deadline. The submission deadline typically occurs one month prior to the publication date, making for a 10-week process in total. For example, if the Summer issue is to be published on July 25, the submission deadline would be a weekday near June 25th, and the call for submissions sent on a weekday near May 14.

The OTR Editor collects and edits submissions and formats them into the newsletter using Microsoft Publisher. Once the issue is complete, it is exported to PDF, uploaded onto the AAO members-only section of the website, and an email is sent out to the listserv informing them that the new issue is available.

The OTR Editor also coordinates advertising for issues, including corresponding with potential advertisers and informing of advertising rates.

The OTR Editor is expected to submit written updates to the Board prior to each Board meeting, and to attend the annual Leadership Meeting.

The OTR Editor typically commits to a two-year term. The current term runs from May 2016 - May 2018.

Estimated time commitment per month:

* Sending submission emails and initial editing of articles: 3-4 hours
* Developing/formatting each issue takes approx. 6-7 hours

Total time per issue: 9-11 hours x 4 issues/year = approx. 36-44 hours per year.

### 6.4.2 Web Administrator

This volunteer is responsible for maintaining the website by ensuring that information about hte AAO and its operations is up-to-date and accurate and providing administrative support to AAO members seeking to add or update content. e The role also includes the promotion of AAO events and news via Twitter and Facebook as well as the sharing of AAO and event photos on Instagram. The Web Administrator may also assist the AAO Secretariat with the [management of website administrators](https://help.wildapricot.com/display/DOC/Managing+site+administrators). The current service agreement limits the number of administrators to 25. Those with full or partial access need to be reviewed on a seasonal basis as Board and Committee roles are transferred to new AAO Directors, Staff or Committee heads.

The Web Administrator is also a part of the Web and Social Media Working Group.

The Web Administrator is expected to submit written updates to the Board prior to each Board meeting, and to attend the annual Leadership Meeting.

6.4.2.1 Website maintenance

The AAO website runs on a web-based software platform called Wild Apricot. There is a comprehensive [help guide available online](http://help.wildapricot.com/display/DOC/Home) that includes step by step instructions and training videos, to assist with editing and managing the site. The Web Administrator can also contact the [Wild Apricot Technical Support](mailto:support@wildapricot.zendesk.com).

#### 6.4.2.2 News, updates and events

Promotional items or updates sent out to the AAOLIST regarding AAO events or organizational changes should be mirrored on the AAO website. Add upcoming events using the Upcoming Events gadget and add upcoming deadlines, organizational changes, promotions, or announcements using the Blog gadget on the home page. The News page is automatically updated with new Blog posts. . If further advertising is required, update the Featured Pages section and the rolling slide show on the home page.

The mirroring of AAOLIST content on the website is a predominantly responsive activity - most AAO members, chapter or committee chairs will not send a request to post to the website ahead of sending an email. As a result, emails sent to the AAOLIST should be treated as a prompt to add content to the website. In most cases messages can be copied and pasted to the website, but minor editing will always be required to build in relevant links [[1]](#footnote-1)and revise the text to remove AAOLIST salutations.

Requests from external parties to use the AAOLIST to advertise events, solicit feedback from subscribers, etc. are to be referred to the Communications and Advocacy Committee for review and tracking. The Committee then advises the Board as to whether or not the AAO should allow the external party to use the AAOLIST as requested.

Once information has been added to the website, updates may need to be shared through relevant social media accounts. In order to minimize information fatigue, remember that not every update needs to be shared in this manner. The [Twitter and Facebook](#_3whwml4) section has more info about how and why to stagger social media updates.

Where appropriate, send a short email to the original event or update sender to let them know that the website and social media accounts have been updated. Doing so helps to reinforce the website as a central point of information about the AAO and underscores the promotional support inherent to being an AAO member.

#### 6.4.2.3 Twitter, Facebook and Instagram

In addition to promoting [AAO news, updates and events](#_1ci93xb) the AAO’s Twitter, Facebook, and Instagram accounts are used to share and pass on of-interest items to followers of these accounts. The content that is shared or retweeted, along with who is followed and what is liked ultimately falls under the discretion of the Web Administrator and should be considered a reflection of the AAO as a whole.

When appropriate use these accounts as a way to echo updates that are sent out to the AAOLIST. Tweets sent out a day or so after an email are a good way to remind members to respond.. This approach also minimizes the repetition of information by providing rolling gentle reminders as opposed to a wall of promotion on the same date and time.

##### 6.4.2.4 Link tracking

Link engagement for content that is shared can be tracked by logging into the [webadmin@aao-archivists.ca](mailto:webadmin@aao-archivists.ca) Google profile and using the [Google URL Shortener](https://goo.gl/) to shorten links to the website, etc.

6.4.2.5. Facebook

Outline licensing and treatment of photographs here too?

<https://www.facebook.com/terms.php>

#### 6.4.2.5 Instagram

The AAO Instagram account is designed to share photos taken during AAO events, workshops or site tours. Instagram is not a repository, new images and images from the now discontinued Flickr account will be added gradually over time to avoid overwhelming followers.

In 2018, the AAO Flickr account was discontinued, while it is still live, the images have been downloaded and saved with metadata onto the Google drive to be reposted on Instagram.

Images uploaded to Instagram are publicly available. Before posting content to Instagram, acquire the photographer’s consent to post any photographs on Instagram, Twitter, and Facebook. According to the Instagram licensing policy, “Instagram does not claim ownership of any Content that you post on or through the Service. Instead, you hereby grant to Instagram a non-exclusive, fully paid and royalty-free, transferable, sub-licensable, worldwide license to use the Content that you post on or through the Service, subject to the Service's Privacy Policy, available here <http://instagram.com/legal/privacy/>, including but not limited to sections 3 (‘Sharing of Your Information’), 4 (‘How We Store Your Information’), and 5 (‘Your Choices About Your Information’).” See Instagram’s Term of Use policy for more information, <https://help.instagram.com/478745558852511>.

Ensure that as much information about the event is included in the caption, including the date and location of the photograph,the name of the photographer, the name of any organizations or people in the photograph, and a description of the photograph.

#### 6.4.2.6 Website repository

Wild Apricot provides a limited amount of media storage space. As much as possible, documents and image files used on the website should be uploaded to Google Drive.

Estimated time commitment per month: 20 hours per month over the course of the year and close to 20 hours per month for pre- and post-conference support work. The Web Administrator typically volunteers for a two-year term, currently running from May 2017 - May 2019.

### 6.4.3 Chairs of Committees

Committee chairs are responsible for leading their committee through the business of planning, implementing and evaluating the work of the committee, and ensuring that the board is apprised of this work.

Specific responsibilities include:

* Scheduling meetings and notifying members of the date, time and place;
* Preparing the agenda for the meeting;
* Monitoring the work of the committee;
* Ensuring that minutes are taken;
* Ensuring approved minutes are forwarded to the board and to secretariat to place an approval watermark on the document.
* Reporting on the work of the committee to the board;
* Reporting to the committee on the decisions of the board that might affect the committee’s work;
* Guiding the committee in proposing new activities that further the mission and goals of the association.

# **7.0 Board Meetings**

The AAO Board of Directors is required to meet a minimum of 4 times a year according to the constitution. However, as a norm, the board meets at least 6 times a year; a mixture of in-person meetings and teleconferences. The typical yearly meeting schedule is as follows:

* May/June - Transition Meeting (teleconference)
* August - Teleconference
* October - Leadership Meeting (in-person)
* December - Teleconference
* January - Teleconference
* March - Teleconference
* April - Teleconference
* May - AGM at the Annual Conference (in-person)

## Board transition teleconferences are scheduled in May/June, following the appointment of board members at the AAO’s Annual General Meeting (May, following the AAO conference). At this time, a board orientation is also held for new board members.

Leadership Meeting:

* The October meeting is the Leadership Meeting.
* The purpose of this meeting is to collaborate with the wider AAO community: currently chapters, committees, and Special Interests Groups (SIGs).
* It gives the board an opportunity to present the priorities and projects it has set out for the year while discussing reports from various committees and chapters that don't normally attend board meetings.
* To get an idea of individuals invited, you can refer to [this](https://docs.google.com/spreadsheets/d/1g39U1XUBlhlo-686XQ6TJs6VBnrek3xNnBqyk_Ej5Uw/edit#gid=0) document.

## Additional teleconferences are scheduled as-needed throughout the year. 7.1 Length of Board Meetings

In-person meetings are held either at the Archives of Ontario and/or the City of Toronto Archives, and are scheduled from 9:30 am to 4:30 pm (a total of 7 hours). Teleconferences are held on an agreed day and generally run from 11:00 am to 1:00 pm or 12:00 pm - 2:00 pm (circa 2 hours).

## 7.2 Expectations during Board Meetings

The AAO has adopted the following expectations for board members:

* To attend every board meeting. However, if circumstances prevent a board member attending a meeting, the consideration is that they agree with all of the actions taken at the meeting unless an official disagreement has been lodged. Therefore, it is very important to read the minutes carefully when they are received;
* To come to board meeting fully prepared to discuss the issues at hand;
* Submit a report detailing the activities of the Director and/or Staff one week prior to the scheduled meeting;
* To believe in AAO values, mission and vision;
* To be a champion for the AAO among members and with key stakeholders;
* To participate fully and frankly in board discussions;
* To inform the President of any potential conflicts of interests.

The President is responsible for setting the agenda. Agenda items are marked by time to allow for the meeting to move forward. If you are making a presentation please be mindful of how long you need and make that known to the Secretary-Treasurer of the board and the President.

Board members are individually responsible for determining those issues or activities upon which written reports are required. A written report is usually required if there is a specific motion or action that the member is requesting of the Board. Where possible, such reports shall be provided to the Secretary-Treasurer for distribution with the meeting package and be submitted using the [AAO Board and Committee Reports Template](https://drive.google.com/open?id=1F-ldAHY1kuMLHB6MUUndTjymIgtbZyOlPD8PdGBA264).

7.3 In-Camera Meetings  
The Board can elect to have an in-camera session. Staff and secretariat representatives will leave at this time. Only the motions approved during this time get recorded in the minutes. No record of the discussion is kept.

The Secretary-Treasurer is responsible for assembling and preparing the package of materials for the meeting. Materials for meetings will be sent one week in advance. The package will include the board agenda, minutes from the previous meeting, the previous month’s secretariat report, the financial statements, and reports from various committees.

# **8.0 Gmail & Google Drive**

The AAO uses Gmail and Google Drive as a platform for correspondence, and document storage and dissemination. All board members are expected to familiarise themselves with the relevant Google functionality and adhere to standard naming conventions in order to facilitate the effective use of the Drive.

Google offers [online documentation](https://support.google.com/drive/?hl=en#topic=14940) to address use issues, which all board members are encouraged to familiarise themselves with.

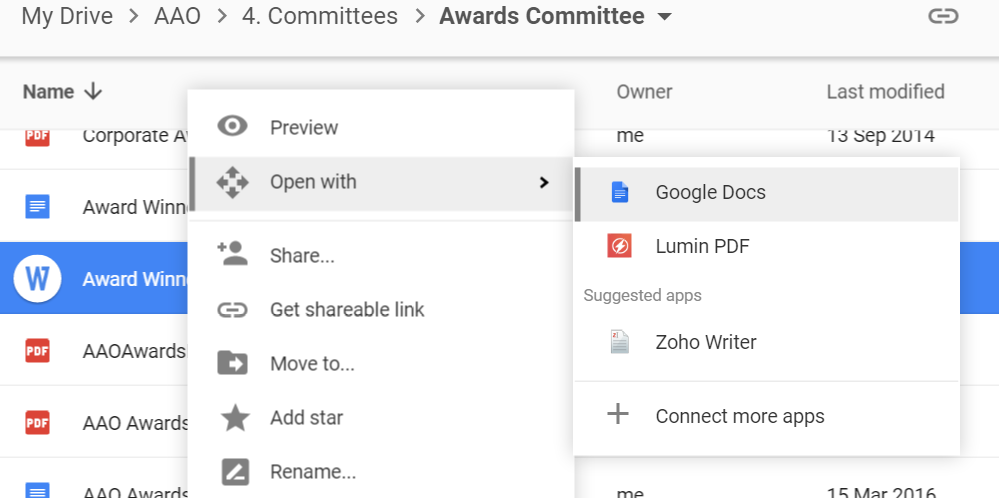
After [logging into your AAO Google account](https://accounts.google.com/Login?hl=EN), common tasks you will be required to understand include:

* [Create, edit and format documents](https://support.google.com/docs/topic/1361461?hl=en&ref_topic=2811805)
* [Changing a document’s sharing settings](https://support.google.com/docs/answer/2494886?hl=en)
* [Viewing and managing file versions](https://support.google.com/drive/answer/2409045?hl=en)

## 8.1 Uploading documents to Google Drive

Word documents cannot be edited in Google Drive. If you are uploading a document that requires comment or editing by other members of the Board, please ensure that you convert the file to a Google Doc (Right click on the Word document > Open with > Google Docs) and delete the original Word version.

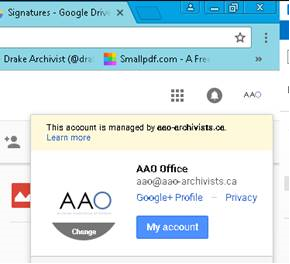
NB: Once a document is converted you may be required to make minor edits to the formatting.



# 8.2 AAO Email Accounts & Signatures

## 8.2.1 Emails

All email accounts should have the AAO logo as their avatar. To do this, please click on the circle with the image where it says “change” (please see screenshot below) and upload the logo that is [in the drive](https://drive.google.com/open?id=0B9VtQlWTv9MDem12ZHBMYmpDdzA). See [Selecting or changing your Google profile picture](https://support.google.com/mail/answer/35529?hl=en) for further instructions.



Your email display name will correspond to your role on the board. For example, the President’s email display name is “AAO President.”

## 8.2.2 Signatures

HTML branded signatures are used to keep the branding consistent on the Gmail platform.

A generic code to create your HTML signature can be found in the Google Drive (*see folder structure below*). Kindly save the document and update the highlighted areas with your information.

**Your Name**Your Title **|** **Archives Association of Ontario**e: [youremail@aao-archivists.ca](mailto:youremail@aao-archivists.ca)

cid:image002.png@01D1A6F0.336390A0

**Follow the AAO!**[Twitter](https://twitter.com/AAO_tweet)  
[Facebook](https://www.facebook.com/ArchivesAssociationOfOntario)  
[Flickr](https://www.flickr.com/photos/126488879@N08/)

Full instructions to edit the code and add it to the Gmail signature block can be found in the drive here: [*9. Policies & Resources > Branding and Promotional Material > Signatures*.](https://drive.google.com/open?id=0B9VtQlWTv9MDd1BPejZmcDRtc3c)

# 8.3 AAO Logo and Templates

The AAO launched a new logo in March 2015. Since that time various templates have been developed to formalize AAO related communications. Please make use of the resources available in the [Branded Templates folder](https://drive.google.com/open?id=0B38uQ1oBLFUZYkJyM1g1OHVBblU) on the Drive.

**May 2016 NB**: These templates are a work in progress. As a Board member you should feel free to edit or revise existing templates and develop new resources as needed.

# **9.0 Membership and Funding**

## 9.1 Membership Categories and Fees

The AAO has 5 categories of membership – Individual, Friend of the AAO, Student, Retired and Institutional. (NB: “Individual”, “Friend of the AAO”, “Student” and “Retired” memberships are often collectively referred to as “Individual” membership to distinguish these membership types from “Institutional membership”).

The membership year coincides with the association’s fiscal year, that is, April 1 to March 31. Membership renewals are sent:

* 35 days in advance of the renewal date
* 14 days in advance of the renewal date
* On the renewal date

Membership fees are subject to HST. The membership voted to increase membership fees at the AGM in May 2013 and to update the institutional levels as of April 2018 at the AMG in April 2017.

Updated Membership Categories and Fees are:

|  |  |
| --- | --- |
| **Membership Category** | **2018 Fee before HST** |
| Individual Membership | $95.00 |
| Friend of the AAO Membership | $35.00 |
| Student Membership | $30.00 |
| Retired Membership | $35.00 |
| Institutional Membership - Volunteers and unpaid employees | $95.00 |
| Institutional Membership - 1-4 employees | $250.00 |
| Institutional Membership - 5-10 employees | $450.00 |
| Institutional Membership - 11-24 employees | $775.00 |
| Institutional Membership - 25+ employees | $2,500.00 |

Previous Membership Categories and Fees:

|  |  |  |
| --- | --- | --- |
| **Membership Category** | **2013 Fee before HST** | **2014 Fee before HST** |
| Individual Membership | $85.00 | $95.00 |
| Friend of the AAO Membership | $35.00 | $35.00 |
| Student Membership | $15.00 | $30.00 |
| Retired Membership | $35.00 | $35.00 |
| Institution – less than $25,000 | $150.00 | $172.50 |
| Institution – 25,001 to 50,000 | $200.00 | $230.00 |
| Institution – 50,001 to 100,000 | $250.00 | $287.50 |
| Institution – 100,001 to 250,000 | $350.47 | $403.00 |
| Institution – 250,001 to 500,000 | $500.00 | $575.00 |
| Institution – 500,001 to 750,000 | $633.55 | $715.00 |
| Institution – 750,001 to 1,000,000 | $1,317.76 | $1,515.50 |
| Institution – 1,000,001 and over | $2,000.00 | $2,300.00 |

## 9.2 Sources of AAO Funding

The AAO is financed from membership fees, fundraising, conference and workshop revenue, and government grants. The breakdown by revenue type is as follows:

|  |  |  |
| --- | --- | --- |
| **Revenue Type** | **% 2012-2013** | **% 2013-2014** |
| Membership | 27% | 23% |
| Fundraising | 3% | 5% |
| Conference and Workshops | 10% | 13% |
| Government Grants | 60% | 59% |

# **10.0 Annual Timeline of Events**

|  |  |
| --- | --- |
| **Month** | **Activity** |
| **May** | * Annual Conference * Annual audit finalized for AGM * Annual General Meeting and the Election of new Officers for the coming year * Paperwork completed by incoming board members to update bank signing officer changeover. * Begin or continue work on funding application packages using past application packages as a reference tool (available within the 1. Funding sub-folder on the Google Driver). * MAIG & Chapters financial statements and Budget Due |
| **June** | * File Annual Charities Return with the Canada Revenue Agency * Transition meeting between the old and new board * Board liaisons are selected * Ministry of Culture, Tourism and Sport (PHO Grant) draft is prepared |
| **July** | * Canada History Week * Operating Grant Application due |
| **September** | * Archives Advisor and Archeion Coordinator quarterly reports for Archives of Ontario due in the Fall |
| **October** | * Institutional Forum Meeting * Leadership Meeting – Planning for the Current Year and Report on Activities * CCA Annual General Meeting (AGM) teleconference |
| **November** | * Board Meeting * Send out call for proposals for the next year’s conference |
| **December** | * Archives Advisor and Archeion Coordinator’s quarterly reports for Archives of Ontario due in the Winter * PHO grant report due * Draft budget for next fiscal year prepared * Board Meeting * Mid-year reviews for AAO Consultants |
| **January** | * Strike Nominating Committee (at least 120 days prior to the Annual General Meeting) * Board meeting * President and Vice-President annual meeting with the secretariat |
| **February** | * Membership renewal for the next year begins * Registration for the Conference opens (last week) * Contract negotiations with staff and with AMC |
| **March** | * Staff Contract Renewal Due * Secretariat Contact Renewal Due * Board meeting |
| **April 1** | * **Beginning of New Fiscal Year** |
| **April** | * President and Vice- President contact the Ministry of Culture, Tourism and Sport regarding Provincial Heritage Organization (PHO) grant. * President and Vice-President confirm application submission deadline for Letter due to the Archives of Ontario for the Archives Advisor/Archeion Coordinator grant * Annual reports from staff, secretariat, board, committees and chapters to be compiled for Annual General Meeting * Annual audit is initiated * Final board meeting in preparations for the AGM * Slate of Directors is put forward by the Nominating Committee at least 30 days prior to the AGM of members * Continue completion and submission of reports to funding bodies |

# **11.0 Appendices**

11.1 Appendix A - [Typical Agenda](#4f1mdlm)

11.2 Appendix B - [Sample Budget](https://docs.google.com/spreadsheets/d/1aaPFWAw6CpjbcGvkf3U3QKdxOsTFqBqGkk9H7l0MzOM/edit#gid=1863803425)

11.3 Appendix C - [Sample Audited Financial Statements](https://drive.google.com/file/d/0B9VtQlWTv9MDSFExQkRQMGdXV28/view)

[Appendix A - Typical Agenda](#4f1mdlm) 

**Archives Association of Ontario (AAO) Board Meeting**

Friday, January 20, 2017

9:30 AM -4:30 PM

City of Toronto Archives, Toronto

Agenda

1. Call to Order / Opening Remarks 9:30
2. Approval of the Agenda 9:35
3. Approval of the Minutes 9:40
4. President’s Report 9:45
5. Staff Reports 10:30
   1. Archives Advisor
   2. Archeion Coordinator
   3. MM Update
6. Board Nominations Committee update 11:15
7. BREAK 11:30
8. Conference Update 11:45
9. AGM Planning 12:00
10. LUNCH 1:00
11. Committee Reports 2:00
    1. Institutional Development Committee
    2. Preservation Committee
    3. Professional Development Committee
    4. Organizational History Committee
    5. Web and Social Media Review Committee
12. 2015 Budget review 3:00
13. Other business 3:15
14. In camera 3:30
15. Adjournment 4:30

1. Please take the time to build these links in as they highlight AAO services and website resources making it easier for people to find as much relevant information as possible. [↑](#footnote-ref-1)