

AAO Communications and Advocacy Committee

Terms of Reference

Mandate

The Communications and Advocacy Committee advises the Board on matters relating to communication with the membership, the operation of a program of public awareness, outreach and advocacy, the promotion of the value of archives and archivists to institutions, communities, and societies, and the collaboration with archival stakeholders to develop programs that promote the value and role(s) of archivists and archives province-wide.

The Committee will liaise with related committees on the Association of Canadian Archivists (ACA) and other archival institutions, as well as pursuing partnerships with other related bodies.

Responsibilities

- Report monthly to the Board on matters of communication, awareness and outreach, promotion and emergency advocacy.
- Monitor and seek input on improved AAO communications to identify communication priorities
- Develop programs that support AAO's outreach and advocacy objectives as overseen by the AAO Board/ in collaboration with the AAO Board
- Promote AAO activities through AAO communication channels
- Foster ongoing dialogue and partnerships with Provincial, Territorial and National professional organizations

Membership

The Communications and Advocacy Committee is composed of up to 10 AAO individual members in good standing, including at least one Board liaison. The Chair is selected by the Committee.

Terms of Membership

Members serve on the committee for at least a one-year term.

Meetings

The Communications and Advocacy Committee meets monthly via teleconference. Meetings are scheduled by the Committee Chair.

Reporting

Minutes of each meeting of the Committee will be recorded with a copy placed in the Committee's Google Drive folder. Members will share minute-recording duties on a rotating basis. The Committee Chair is responsible for preparing written reports on behalf of the Committee for submission to the Board twice annually: (1) for the spring Annual General Meeting and (2) for the autumn Leadership meeting. Additional reports may be submitted upon completion of a specific activity.

Resources and Finances

All expenditures proposed by the Committee shall first be approved by the AAO Board. Any financial requirement should be identified when possible prior to the approval of the AAO's annual operating budget.

Communication

The Committee communicates using email as well as the AAO teleconference system for meetings.