

Archives Association of Ontario
Digital Access and Preservation Committee
Terms of Reference

Approved: 2018-10-26
Amendment approved: 2020-09-24

Mandate and Role

The Digital Access and Preservation Committee (DAPC) advises the AAO Board and membership at large on matters relating to preserving and accessing archival collections in Ontario. The Committee will:

- Engage with AAO members and external experts and stakeholders to develop positions, initiatives and priorities in relation to digital access and preservation;
- Support the acquisition, creation and sharing of information relating to digital access and preservation among AAO members and external stakeholders;
- Guide and enhance the capacity for AAO members to undertake preservation and curation activities across Ontario.

Responsibilities

The Digital Access and Preservation Committee will:

- Develop and share resources, best practices and guidelines that support preservation, stewardship and continuous access;
- Facilitate awareness and training opportunities (in coordination with the Professional Development Committee) for AAO members to advance access and preservation knowledge within the Ontario archival community.
- Facilitate partnerships amongst AAO members related to services, infrastructure, and expertise that support preservation, stewardship and continuous access;
- Serve as a sounding board for the Archeion Coordinator on proposed ideas to improve Archeion.

Membership

The DAPC is normally comprised of six (6) to ten (10) AAO members, including the Archeion Coordinator and one (1) Board liaison. The Chair is selected by the Committee and shall not be an AAO staff member. Committee members are appointed by the Chair and will be selected for their expertise in the areas of digital and analog preservation and access. For further information about membership of committees, see [section 6.9 of the AAO's Constitution](#).

Terms of Membership

Members serve on the committee for a two (2) year term. A member can serve no more than two terms in succession; but may serve again on the same committee in a non-consecutive term. Exceptions to this limit on consecutive terms may be made at the discretion of the Board. Membership is finalized prior to the first meeting to follow the AAO Annual General Meeting.

Meetings

The DAPC meets no less than four (4) times a year normally 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.

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 the AAO teleconference system and the DAPC mailing list, aao-dapc@googlegroups.com