



Arca Advisory Committee Terms of Reference

Last updated: May 2023

Definitions

Member-type or member-type group: In the context of the Arca Advisory Committee, Arca participating sites are considered to be one of two member-types: BC ELN (i.e. the site is also a member of the BC Electronic Library Network consortium) or Non-BC ELN (i.e. the site is not a member of the BC Electronic Library Network consortium).

About Arca

Arca is a collaborative service of the BC Electronic Library Network (BC ELN). Arca facilitates the development and implementation of digital repositories at a reasonable cost, and in a supported environment, for archives, galleries, libraries, museums, and post-secondary institutions in British Columbia and beyond.

Mandate & Responsibilities

The Arca Advisory Committee provides direction for the Arca service. Reporting to the BC ELN Steering Committee, the Advisory Committee is responsible for policy and planning, and directs operations for Arca.

The Arca Advisory Committee:

- Represents the interests and concerns of Arca participating sites.
- Provides guidance to the Arca Administrative Centre on digital repository development, implementation, and policy issues.
- Sets the yearly Arca Service Support Fee.
- Reviews the service periodically to ensure it is inclusive and continues to improve based on member needs.
- Plans activities and sets priorities that align with BC ELN strategic directions, and communicates this work to Arca members.
- Approves project budgets.
- Brings forward updates and high-level decisions to the BC ELN Steering Committee.
- Carries out research, or other work, in support of Arca, and offers recommendations to key Arca partners.

Membership

Members of the Arca Advisory Committee represent the diversity of Arca participating sites. The Arca Advisory Committee is responsible for ensuring balanced representation on the Committee (i.e., a balanced mix of BC ELN institutional representatives, and of university and college BC ELN representatives). Additional representative categories will be added as Arca membership evolves.

Committee representatives are selected by individuals on the committee of their same member-type (e.g., BC ELN or Non-BC ELN members) for a two-year term commencing October 1, renewable for one additional two-year term. Committee representatives may hold up to 2 consecutive terms. The terms of appointment are staggered to allow for continuity. At the end of their term, each out-going representative will poll their member-type group to find a replacement.

In cases where a committee representative steps down during their two-year term:

- If there is more than one year remaining in their term, the member-type group will select a new representative.
- If there is less than one year remaining, the Advisory Committee will invite a qualified representative from the member-type group to fill the vacancy to the end of the term.

Representatives chosen through either process will be eligible for renewal.

All committee members are voting, excluding Arca Administrative Centre representatives.

Committee Positions

- 6 Representatives from BC ELN member institutions. Of these:
 - 1 representative in the Chair position;
 - 3 senior-level administrator positions;
 - 2 Members-at-Large representing BC ELN Arca repository administrators;
- 2 Members-at-Large representing non-BC ELN Arca sites;
- 1 Indigenous Representative*
- Representation from the Arca Administrative Centre (non-voting)

*The Indigenous (First Nations, Métis, Inuit) representative is nominated by an Indigenous, GLAM (galleries, libraries, archives, museums), digital humanities, or technology community.

Committee Chair

The Arca Advisory Committee Chair is elected for a one-year term, with the possibility of a one-year renewal, from among Advisory Committee members. The Chair has no affiliation with an institution-type group; Upon election of a Chair, a new representative for the Chair's formerly held position institution-type group will be selected by members of that group.

The Chair runs Advisory Committee meetings and works closely with the Administrative Centre to plan meetings, set agendas, and ensure that minutes are taken and distributed. The Chair acts as

the liaison between the Advisory Committee and the BC ELN Steering Committee. The Chair, or designate, will be invited to participate in BC ELN Steering Committee meetings as appropriate.

The outgoing Chair will attempt to find at least one individual to stand as Chair but any other committee members are also welcome to stand for nomination.

Procedures

The Arca Advisory Committee meets 3 times a year, or as required.

Meetings are typically held virtually. Quorum shall be set at 60% of voting members.

Minutes are recorded by the Arca Administrative Centre and approval occurs by email. Meeting minutes are publicly available on the BC ELN website.

All committee correspondence will be distributed on the arca-advisory distribution list.

Decision-Making

Decision-making shall be determined by consensus. If consensus is not achievable, or it is inappropriate to the question, Robert's Rules of Order will apply.

To promote consensus decision-making there must be:

- Agreement by Advisory Committee members to a transparent process of decision-making
- Active and balanced member participation in committee deliberations and decisions
- Access to relevant, reliable, and timely information for decision-making
- Member support for committee decisions
- Timely communication with members, collecting input for decision-making, and communication of final decisions

Subcommittees

From time to time the Advisory Committee may delegate oversight of a task to a subcommittee under terms of reference set by the Advisory Committee. The subcommittee will then make recommendations to the Advisory Committee on the policy or operational matter under discussion. Subcommittees will dissolve once their mandate has been achieved or by decision of the Advisory Committee.

Terms of Reference Review

The Advisory Committee Terms of Reference will be reviewed every 3 years, or as needed, to ensure that they continue to meet the needs of the initiative.