



Archives Association of British Columbia

AABC Regional Representatives: Terms of Reference

Approved at the meeting of the Executive Committee of the AABC, January 22, 2001.

PURPOSE:

To offer assistance to the archival community in the various regions of the province of British Columbia in order to encourage the growth and development of an effective archival network; to promote the use of accepted archival principles and practices for the administration of archives; and to promote the activities and programs of the AABC.

DUTIES:

1. Act as a resource for archivists and archival repositories in the region by answering questions or directing them to the appropriate source. Above all, encourage communication and sharing of experience with others in the region, and with other Regional Reps in the province.
2. Contact all archival repositories in the region, whether members of the AABC or not, and explain the importance and benefits of the activities and programs offered by the AABC. Encourage them to participate in all regional activities, encourage membership for both individuals and institutions; circulate brochures and other AABC information.
3. Coordinate a regional meeting of archivists and archives at least once a year, plan a program of interest, and share problems and solutions. The meeting could be linked to a workshop or a visit from one of the AABC's advisors.
4. Work with the appropriate advisor to publicize and coordinate workshops for the area, keeping in mind any special needs that exist in the region.
5. Maintain records and reports at a central location to document meetings and activities of the Regional Rep, so that they can be accessed by all. Ensure that reports are circulated to the appropriate people and passed on to subsequent Regional Reps.
6. Prepare an annual work plan and budget, in coordination with the Executive, and a brief annual report from which the Individual Member at large will compile the Annual Report of the Regional Representatives
7. Identify successor Regional Reps, and submit their names to the Executive for approval.