



AABC Regional Representatives Terms of Reference

Approved at the meeting of the AABC Executive Committee on November 7, 2020

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; advise on the use of accepted archival principles and practices for the administration of archives; advocate for the region and the region's archival organization, to both the AABC and the greater archival community at large; and, 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 resource.
2. Encourage communication and sharing of experience with others in the region, and with other Regional Representatives in the province.
3. Attend at least one Regional Representatives meeting*, as planned by the Executive, per year.
4. Strive to contact all archival repositories in their region (both member and non-members) to: offer assistance with queries about archival practice; share the importance and benefits of the activities and programs offered by the AABC; circulate AABC information; and, encourage participation in regional activities and AABC membership.
5. Coordinate a meeting* of regional members at least once annually.
 - a. This meeting can involve: planning programs of interest, roundtable discussions, information and experience sharing, educational events, archives tours, social gatherings, etc.
6. Work with the appropriate AABC Advisor (BC Archival Education and Advisory Service, Regional Representatives Executive Advisor, or other) to publicize and coordinate regional workshops*, keeping in mind specific regional needs.
7. Forward relevant documentation (meeting minutes, annual reports, etc.) to the AABC Secretary for preservation, as needed.
8. Prepare a brief annual report of regional activity for submission to the AABC Executive and inclusion in the AABC Annual General Meeting Package.
9. Identify successor Regional Representative(s), notify Executive Committee of Regional Representatives changes, and schedule/host a transition meeting* between the incoming representative, outgoing representative, and the Regional Representatives Executive Advisor.
10. Participate in the Executive Committee's review of regional boundaries every 5-years, or as needed.

*All meetings/workshops/events may be facilitated, hosted, and attended virtually and/or in-person



Executive Duties

The AABC Executive commits to the appointment of a Regional Representatives Advisor from the Executive Committee to oversee and support the AABC Regional Representatives. The appointed Regional Representatives Executive Advisor will:

1. Circulate an introductory email after each Annual General Meeting, which includes up-to-date membership lists for each region;
2. Plan and facilitate at least one annual Regional Representatives meeting*;
3. Collect and present feedback from Regional Representatives to the Executive Committee;
4. Assist Regional Representatives in their endeavor to “contact all archival repositories in their region (both member and non-members) to: offer assistance with queries about archival practice, share the importance and benefits of the activities and programs offered by the AABC; circulate AABC information; and, encourage participation in regional activities and AABC membership”
 - a. This may include the creation/update of: a BC Archives Directory, introductory email templates, informational packages, promotional materials, etc.
5. Preserve relevant documentation submitted by the Regional Representatives,
6. Attend Regional Representative meetings* requiring Executive support, including Regional Representative transition meetings; and,
7. Review and re-define regional boundaries every 5-years, or as needed, with input from acting Regional Representatives.
 - a. This may include the production and/or update of a AABC map of the province.

*All meetings/workshops/events may be facilitated, hosted, and attended virtually and/or in-person