

Terms of Reference

NIKLA Community

1. Name: Archives Community

2. Duration: Standing Committee [Community]

This Standing Committee, known as Community, will continue to meet for the duration of NIKLA existence, or until such time as the Communities are amended in a Members Gathering.

3. Membership

All members may self-select a Primary Community at the time of registration and amend this selection throughout their membership. Members may participate in any community(s) as members.

4. Quorum

Quorum is one (1) member of the Community Executive plus no less than 2 Primary members.

5. Term of Appointment

The members shall elect a slate of Community Lead, Support Lead and Secretary to facilitate Community meetings, the Community Forum, and Community Business. A Primary Community member may hold the same position for two-terms consecutively.

6. Reports To

As a Community of NIKLA, this body reports to Council and its members.

7. Purpose

NIKLA recognizes that the Alliance has a variety of member interests. To best serve these interests and workplans a number of standing committees referred to as Communities allow for like-minded professionals to meet in Forum discussions and on a variety of work plans as a committee. At the **June 4, 2021 Initial Meeting of the Directors**, five (5) Divisions were established to focus on the work of this Alliance, assist in the governance of Council, and bring relevant information to the members.

8. Mandate

The Archives Community has a mandate to represent the interests, issues, and trends of the field of archives as it pertains to best practice, Indigenous Knowledge, advocacy, and training.

9. Resources and/or Budget

Communities shall have the ability to request budgets during the Council budget planning process. All financial management will be conducted for the Community by the Council Treasurer. Should a need arise, the Community Lead may seek approval by Council to participate in grant opportunities.

10. Duties of Members

In performing their duties as a Community member,

- Provide knowledge and expertise;
- Participate as a Community member to achieve the Community Mandate and Workplan;
- Conduct work, deliberations, and discussions only in a respectful way;
- Not work beyond the mandate of the Community and if unclear, seek the advice of Council;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Community;
- Respect each member and the purpose and mandate of the Community;
- Adhere to the Agreement to Comply with Code of Ethics;
- Speak with one voice by supporting the Community's decision; and
- Hold all actions, deliberations, and recommendations of the Community as internal discussions until Council has received such recommendations and reports.

11. Non-Member Attendance

The Community may choose, within their mandate, to bring on consultants or outside resources. In these cases, the non-member may participate in discussions relevant to their advisory role.

12. Removal and Vacancies

It is the right of Council to remove any member due to breach of Code of Ethics.

A member ceases to be a member when: (a) the member's annual membership expires; (b) the appointing organization changes the list of members. In this case, the member remains bound by their Agreement to Comply with Code of Ethics and may not discuss confidential work of the Community or Council when no longer a member.

In the event of an Executive Member vacancy, a position may be filled for the duration of the Term. At the next Gathering of Members meeting the elections will be ratified.

13. Meetings

Meetings will be called as required by the Community Lead, by Council Co-Leads if no Community Lead is elected, or by any four Primary members of the Council, and arranged by the Council Secretary. The Council may meet in a joint Community meeting from time to time, when complementary work deems this a benefit. Meetings are held virtually at least quarterly. The Council Secretary will assist with teleconference scheduling and member notice

14. Voting

The Council shall aim for consensus, but take actions and make recommendations based on majority decisions. The Community Lead shall vote on all matters. A tie is a vote in the negative. When an issue requires resolution which the Community is unable to reach on their own, the matter can be referred back to Council for additional feedback and direction.

15. Division Executive

The Community Executive shall consist of a Lead, Support Lead and Secretary. These positions shall be elected by the members of the Community. A Lead must be an Indigenous Practitioner as they will have a cross appointment to sit as a member of the Council of Directors during their tenure as Community Lead. The Community Executive shall serve for the two-year term beginning at the Gathering of Members.

The Community Lead shall preside at all meetings of the Community, author reports and correspondence on behalf of the Community and otherwise carry out such duties as are customary in such positions. The Community Lead, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda. Council may appoint a Community Lead if one has not been elected by the Community membership.

When the Community Lead is not available for a meeting, the Community Support Lead shall fill the role of coordinating and facilitating the meeting.

The Community Secretary will be responsible for recording minutes, providing minutes and all documentation to the Council Secretary, and assisting in member notice. If the Community Secretary is not available, a member will be designated to take meeting notes which will be sent to the Council Secretary for inclusion in the official records of NIKLA.

16. Special Responsibilities of the Community Lead

The Community Lead shall also sit as Director of Council.

17. Administration

The Council Secretary, with the Community Secretary, will ensure that appropriate records are maintained in order to conduct regular Community and Council business, and to maintain both current and historical record of all matters relating to the Community.

18. Review of Terms of Reference

The Community will review, amend, and approve the Terms of Reference annually according to the Council's Policy Review Schedule. The Community will review and accept the Terms of Reference as Information at the first meeting.

Archives Community – Terms of Reference

Approved by the Council on 11-25-2021.

Approved by the Archives Community on ____.