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**COMMITTEE TERMS OF REFERENCE**

**HISTORY COMMITTEE**

**COMMITTEE TYPE**

Standing

**PURPOSE / ROLE**

* Advise ASIS&T staff on policies and practices for the management of all of its information resources including:
  + - created, internal, proprietary documents in all formats (archives and records management functions);
    - acquired, published materials (library science functions);
    - information technology;
    - knowledge management.
* Advise the Board of Directors concerning the historical affairs of the Association; Advise the ASIST Curator, who is an ex officio member of this committee;
* Advance the identification, collection, digitization, preservation, and accessibility of materials and resources relating to the historical development of the theory and practice of information science and technology, as well as identifying and facilitating for archival deposit documentation of the Association’s activities and achievements.
* Collaborate with SIG-HFIS in identifying, establishing, and promoting new initiatives to encourage historical awareness, research and publication, as well as guides to resources and best practices.

**COMPOSITION**

* The History Committee is comprised of at least five (5) ASIS&T members, including:
  + The ASIST Curator, who will serve as (ex officio) with voice and vote.
  + The Chair of SIG-HFIS, who will serve as (ex officio) with voice and vote.
* **The President will assign a Board Liaison to the Committee each year (see the Liaison Job Description for more information on this role.)**
* The Executive Director will serve as the staff liaison to the Committee
* The member term will be for two years with the option to renew for another two years (i.e., to a maximum of four years of consecutive service).

**ACCOUNTABILITY**

* **The Chair is responsible for reporting on the timing of upcoming meetings and activities of the group with the Board Liaison on a regular basis.**
* The Vice-Chair is responsible for reporting quarterly to the Board of Directors.

**MEANS OF CONDUCTING WORK**

* The Committee will meet at least quarterly, at least 4 weeks in advance of scheduled Board meetings, in order for the Committee to prepare a report for the Board.
* Attendance at the Annual Meeting during the term of committee membership is highly recommended for all committee members. All committees will meet in person during the Annual Meeting so in-person attendance is strongly encouraged. However, in order to engage all committee members, those who cannot attend in person may participate via video conferencing.
* The Chair should communicate with the Board Liaison on a regular basis about the timing of meetings and report content.
* Chair will organize and chair meetings. Vice Chair will act as a Secretary to take the minutes and write the reports for the Boards.
* Topics for the agenda of meetings will be prepared by the Chair.
* The agenda and meeting notes will be circulated by the Vice Chair to members of the Committee as directed by the Chair.
* Meetings will include a variety of means of engagement.

**COMMUNICATION AND RESOURCE SHARING**

1. The Committee will use the ASIS&T Community platform to conduct committee business and to communicate among committee members.
2. ASIS&T staff will ensure that all documents housed on the community platform are organized in such a fashion as to provide adequate institutional knowledge to allow committee members to come up to speed on committee issues quickly.
3. Committee members are expected to familiarize themselves with the committee’s purpose and charge, as well as background materials housed on the platform.
4. Confidential materials and/or copyrighted materials will not be shared via the ASIS&T Community platform.
5. If Association documents that the Committee needs to use contain information not intended for wider sharing within the Association, this information will be redacted by staff before it is made available to Committee members.

**SELF-EVALUATION**

* Each year (prior to the Annual Meeting), the Chair will lead members in a review of its relevance, the value of its work, the effectiveness of its work process over the past year, and its terms of reference.

**CRITICAL DEADLINES**

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| --- | --- |
| **Event** | **Date** |
| Committee Appointments | 1 month before Annual Meeting |
| Board Reports Due | 1 month before scheduled Board meetings (tbd) |

***Approved by the ASIS&T Board of Directors on September 5, 2018***

****2019-2020 Charge****

1. **Finalize the work of the Knowledge Management Task Force and related strategic plan objectives by June 30, 2020. This includes development of a knowledge management plan.**
2. **Document the history of ASIS&T with a view to developing a publication for debut at the 85th Annual Meeting (2022).**