

**Association of Canadian Archivists**  
**Conference Planning Committee (CPC)**  
**Terms of Reference and Operations Manual**

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## Terms of Reference

1. **Mandate:** The committee derives its mandate from ACA Bylaw#1 (2020) Section 6.2, and these terms of reference as approved by the Association's Board of Directors.
2. **Context:** The purpose of the annual ACA Conference is to:
  - provide professional development, educational and training opportunities for ACA members and the wider archival and record keeping community;
  - provide members with an opportunity to discuss and resolve the issues facing the Association and the profession by means of formal sessions, roundtables, panels, member-input sessions, information sessions, etc.;
  - provide a forum for consultation with the presidents of the provincial / territorial archival councils and associations;
  - to build, and/or reinforce relationships between the Association and the archival professionals/practitioners residing in the region in which the conference takes place;
  - transact the business of the Association, its Committees and Special Interest Sections;
3. **Purpose of the Conference Planning Committee:** Given the purpose of the ACA annual conference, the primary objective of the Conference Planning Committee is to develop preliminary plans for the annual conferences of the Association of Canadian Archivists, 2-3 years ahead of the conference dates. The Conference Program Team and Host Teams will now report to the Conference Planning Committee.
4. **Responsibilities:** The Conference Planning Committee's responsibilities include:
  - With membership input, determine the physical location of in-person conferences which attempts to represent the entirety of the ACA's Canadian membership base.
  - With membership input, determine the anchor location for the ACA's virtual conferences which, in accordance with the ACA's Equity Commitments, will occur every second year.
  - With membership input, determine the theme for annual conferences which best reflects the interests of membership and the communities in which the conference will take place.
  - Submit a call for volunteers to serve on the Conference Program and Host Teams 1-2 years in advance of the conference date. Update membership on conference planning progress and create conference announcements to generate interest.
  - Provide the Board with a list of Indigenous communities on whose territories the conference may take place 2-3 years in advance of a conference.
  - Coordinate regular meetings with both the Conference Program and Host Team Chairs to ensure plans are proceeding on schedule and to assist in troubleshooting when required.
4. **Composition:** The Conference Planning Committee will consist of **at least** 5 volunteer members appointed by the ACA Board. The ACA President/Vice President and Treasurer will

also serve as joint Board Liaisons for this committee; while liaisons from the Communications Committee, and the Professional Development committees will also attend CPC meetings.

5. **Term:** Members of the Conference Planning Committee are appointed for a 2-year term, with the possibility of re-appointment for one (1) additional 2-year term. Reappointments will be encouraged to promote transfer of knowledge.
6. **Participation and Attendance:** In order to be a committee member, the individual must be an ACA member in good standing, participate in committee work with timely completion of assigned tasks, and regularly attend Committee meetings. An individual who is absent for two (2) consecutive meetings, or who misses a task submission deadline without providing the Committee with written or verbal notification and reason for such, will be deemed to have resigned from their committee position.
7. **Meetings:** Committee members will meet at the discretion of the Chair via web or teleconference calls, email correspondence, and/or in person when possible.
8. **Compensation:** No monetary compensation will be made to Committee members for their participation. However, reasonable pre-authorized expenses will be reimbursed.
9. **Recordkeeping:** Conference Planning Committee members have a duty to document their discussions and decisions to facilitate continuity of committee operations by using the Association's approved record keeping system.
10. **Reporting and Accountability:** The Committee will report to the ACA Board via the ACA President/Vice President and Treasurer. The Committee will create annual work plans, draft budgets, and progress reports for fall and spring Planning and Priorities meetings, and submit annual reports to the Annual General Meeting (AGM). The CPC will also provide conference-related updates and announcements to membership directly through *Scope and Content*, email and ACA social media channels.

## Timeline of Responsibilities

The committee establishes an annual workplan in relation to its responsibilities described under Section 4 above. In addition, the committee undertakes the following schedule of regular annual activities: [yearly tasks to be determined upon revision of Conf. Ops Guide]

Year 1  
Year 2  
Year 3

## Reference Documents

- *Canada Not-for-Profit Corporations Act*
- *Certificate of Continuance from Corporations Canada*, August 13, 2013 (an overview of operating requirements is available at <http://corporationscanada.ic.gc.ca/eic/site/cd-dgc.nsf/eng/home>)
- *ACA Bylaw #1* (2020)

## Financial Information

The committee does not require an annual operating budget to carry out its mandate. The committee’s work is primarily supported by the Association’s Secretariat, which facilitates virtual video conferencing and other arrangements. ACA Board of Directors may approve expenditures when requested by the Chair.

## Membership

Current Chair	
Current Members	

## History of the Committee

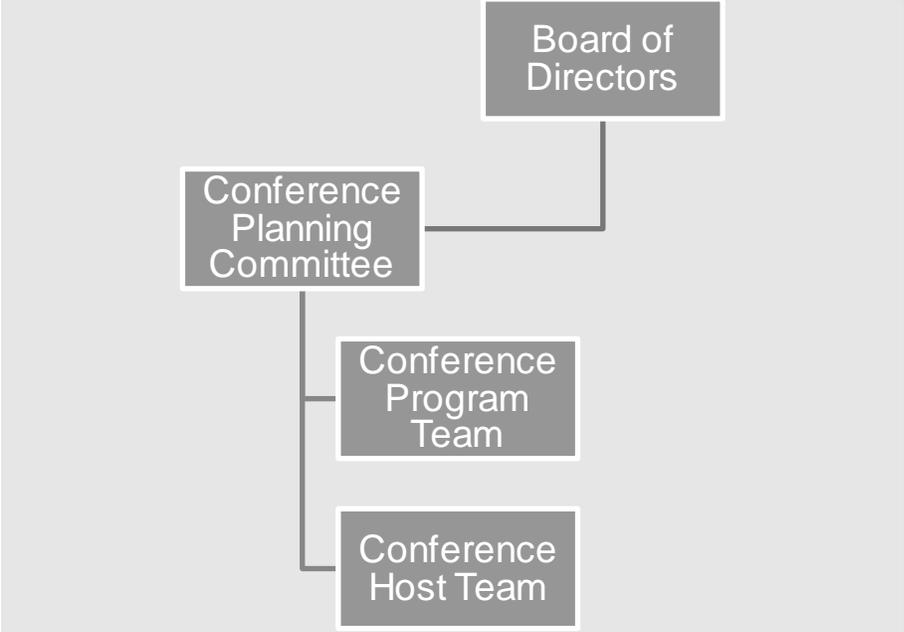
The role of conference planning traditionally lay with a Conference Program Team and a Host Team – the former broadly responsible for developing conference themes and soliciting/adjudicating session proposals based upon that theme, while the latter was responsible for organizing on-site social events to support an in-person conference. These

teams were usually assembled annually around the time of the ACA conference in June and team volunteers worked for the next year to pull together the next ACA Conference.

The ACA conference is the singular largest professional development and social event of the year, one which also represents the Association's most significant annual budgetary commitment, and which represents the "ACA" most broadly to the Canadian and international archival communities. Given this significance, the Board of Directors decided in June 2022 that better support for this traditional team format was required and so a formal Conference Planning Committee (CPC) was established. The CPC was given the broad mandate to begin the conference planning process 2-3 years in advance of the actual conference date. This decision was made to support several Board objectives:

- 1) to support Board awareness of conference program development and all associated financial obligations so as to be able to offer support to the Program Team when needed;
- 2) to provide a framework for conference development which supports planning activities 2-3 years ahead of the actual conference date;
- 3) to promote a setting wherein students and new professionals can mentor under mid to late career archivists, not only to learn how conferences are traditionally planned, but to also share ideas for new ways of doing things;
- 4) to promote retention of experienced conference planning volunteers;
- 5) to provide a structure for fuller relationship building with the regional/municipal archival communities in the city/region in which conferences are being planned;
- 6) to provide a structure for additional support to the Program and Host Teams while still maintaining some distance from the Board;
- 7) to provide direction to the Board, as it works to build relationships with the Indigenous communities on whose territories conferences are being considered, 2-3 years in advance of a planned conference.

# Reporting Structure



# Past Projects