

Archives and History Committee

Pacific Mountain Regional Council

Adoption Date: September 26, 2007
Last Revision Date: November 2, 2020
Last Reviewed Date: November 2, 2020

Terms of Reference

A. VALUES

Vision	The Committee will operate with a clear vision of its purpose and place within the life of the Pacific Mountain Regional Council (PMRC) and The United Church of Canada. It shall operate with a view to the future and the long-term sustainability of the work of records management and archives.
Mission	The Committee will work within the framework of the Mission of PMRC: “healthy communities of faith and ministries; effective leadership; faithful public witness.”
Service	The Committee will operate with a service mentality, recognizing that the archives serve the present and future needs, first, of the United Church, and second, of personal, government and academic researchers.
Due Diligence	The Committee will ensure due diligence is undertaken in all aspects of the work of records management and archives. It will ensure all legal and contractual requirements are honoured.
Transparency	Committee deliberations, operations and decisions shall be open to scrutiny as far as possible without jeopardizing confidentiality. Written minutes shall be kept of all meetings. Operating principles, values and procedures shall be written and easily accessible.
Cooperation	The Committee will work cooperatively with the Regional Archivist, ministries of the PMRC, with the United Church archival network, and with the host institution.
Communication	Lines of communication to PMRC shall be clear. Information about this work shall be proactively available. Communication between the Committee, staff and others involved in this work shall be open. The goal of free, transparent communication is limited only by the value of Confidentiality.
Confidentiality	In order to respect persons and to ensure fair processes, information and opinions about persons who have any dealings with the Archives will be kept strictly confidential. Regulations regarding confidentiality and privacy as defined by The United Church of Canada and appropriate government statutes and regulations will be followed.

B. PURPOSE AND GOALS

The Archives and History Committee supports the work of archives and records management in the PMRC. It also promotes and encourages interest in United Church history within the PMRC.

This work is defined as:

1. The acquisition, appraisal, arrangement, description, and preservation of United Church records.
2. Providing research and reference services for United Church members, researchers and others upon request.

It supports this work by:

1. advising the Regional Archivist regularly on all matters related to records management and archives in the PMRC;
2. taking on specific tasks related to this work as agreed upon with the Regional Archivist;
3. overseeing budget requirements;
4. proposing to the Executive Minister policies related to this work that might be appropriately adopted by the PMRC Executive;
5. advising and assisting the Executive Minister in the search and hiring of a Regional Archivist, when necessary;
6. cooperating with the General Council in the development of national policies and practices in this area of work and in other areas of common concern.
7. ensuring adequate insurance coverage for the archives

C. AUTHORITY

The Committee is authorized to make all decisions and take all actions directly related to the accomplishment of the Purpose and Goals above, subject to the Limitations below.

D. LIMITATIONS

The Committee will not:

1. hire, direct, supervise, or terminate the employment of the Regional Archivist;
2. contravene any Executive Minister Limitation policy;
3. give final approval to any alteration of these Terms of Reference;
4. exceed the budget it has established for this work in any given year.

E. RELATIONSHIPS

1. To the Regional Archivist
 - a. The Committee works in partnership with the Regional Archivist to achieve the goals of the Archivist job description and the Committee Terms of Reference.
 - b. The Committee does not hire, direct, supervise, or terminate the employment of the Regional Archivist.
 - c. The Regional Archivist is accountable to the Committee only for the work that the Regional Archivist and Committee mutually agree upon.
 - d. The Committee functions as a *partner* in shared work and as an *advisor* to the Regional Archivist.
2. To the Executive Minister
 - a. The Committee is accountable for its work and life to the Executive Minister.
 - b. The Executive Minister is responsible for ensuring the Committee has an adequate budget to accomplish its work.
3. PMRC Executive
 - a. The Executive Minister has the responsibility to link the Committee to the rest of the work of the PMRC and its Executive.
 - b. The Committee may recommend appropriate policies to the PMRC Executive bearing upon its work through the Executive Minister.
4. Committees

The Committee may establish, maintain and monitor a sub-committee structure that plans and carries out parts of the work of the Committee. Sub-committees shall all have written terms of reference.

F. MEMBERSHIP

1. Committee Size and Membership
 - a. Chair
 - b. 4 – 6 Members At Large
 - c. PMRC Regional Archivist
 - d. Quorum: never fewer than 3
2. Decision Making
 - a. all members of the Committee, including the Regional Archivist, are entitled to vote; the Chair shall vote only in the event of a tie vote;
 - b. all major decisions shall be made on a motion duly moved and seconded with a majority vote of voice, hands or ballot; routine decisions may be made by vocal consent
 - c. while consensus shall be sought, it shall not be at the expense of silencing dissenting voices or unnecessarily delaying decision-making.
3. Recruitment
 - a. the Committee shall annually assess and recommend its recruitment needs to the PMRC Nominations Committee:
 - February: identify needs and potential members

- the Executive Minister has the right to appoint or replace any Committee member, including the Chair; normally this right shall only be exercised after extensive consultation with the Committee.
- b. skills, qualities, and experience needed among members:
 - a passion for saving the past
 - traditional Indigenous knowledge and experience
 - theological understanding
 - knowledge of church history
 - experience in managing archives
 - aptitude for marketing or fund raising activities
 - good understanding of the Pacific Mountain Region
 - concurrence with PMRC mission and goals
- c. selection criteria:
 - Committee members shall be chosen primarily on the basis of their skills and experience that will assist the Committee in meeting its Purpose and Goals.
 - There shall also be an attempt to reflect the diversity of the Region and its communities.
- d. terms:
 - 3 year terms, renewable once; following a second term, a member may be named as an “elder” and have corresponding privileges
 - terms are calculated from June 1 following the date of the addition of the new member to the Committee
 - “terms” are attached to the member, not to the role; assuming the role of Chair does not alter the calculation of a “term”
- 4. Officers
 - There shall be two officers of the Committee:
 - Chair – approved by the Executive Minister
 - Secretary – chosen by the Committee from the membership
 - Officers shall fulfill the common functions associated with their positions.
 - Minutes shall be kept of each meeting, a copy of which shall be kept by the Executive Minister.

G. TYPICAL MEETING AGENDA

Worship
Review of Minutes
Monitor Budget
Major Meeting Work (from schedule below)
Advice to Regional Archivist (e.g. regarding problems and issues, use of Legacy Fund)
Other Business Items
Next Meeting Dates

The following agenda items shall also be included at the noted meetings. This does not preclude other agenda items at each meeting.

- February
 - planning: long and medium range goal setting
 - identify recruitment needs and forward to Nominations Committee
- June
 - review Terms of Reference
 - propose budget for Director of Finance
- October
 - review Purpose and Goals from Terms of Reference
 - are these appropriate?
 - are we accomplishing them?
 - evaluate status/accomplishment of long and medium range goals

At the present time the Committee meets at the call of the Chair.