ASIS&T
Association for Information Science and Technology

COMMITTEE TERMS OF REFERENCE

HISTORY COMMITTEE

COMMITTEE TYPE

Standing

PURPOSE / ROLE

- Advise the Board of Directors concerning the historical affairs of the Association.

- 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 documenting the Association's activities and achievements.

- Advise HFIS as to the maintenance and promotion of awards to encourage historical research and publication, for developing goals and plans to facilitate achievement of these objectives, as well as oversight and administration of the History Fund and associated awards.

COMPOSITION

- The History Committee is comprised of at least five (5) ASIS&T members, including:
    - The ASIST Curator, who will serve as Chair (ex officio) with voice and vote
    - The Chair of the SIG HFIS who will serve as Vice-Chair (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 Director of Finance & Administration 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

- The Committee will use the ASIS&T Community platform to conduct committee business and to communicate among committee members.

- 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.

- Committee members are expected to familiarize themselves with the committee's purpose and charge, as well as background materials housed on the platform.

- Confidential materials and/or copyrighted materials will not be shared via the ASIS&T Community platform.

- 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

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