



Association for Information Science and Technology

## **COMMITTEE TERMS OF REFERENCE**

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### **STANDARDS COMMITTEE**

#### **COMMITTEE TYPE**

Standing

#### **PURPOSE / ROLE**

- The Standards Committee will advise the Board of Directors and will represent the Association's interest in matters pertaining to information standards.
- The Committee will actively identify potential new standards needed by the information community and will take the necessary steps to initiate development of such needed standards with the appropriate organizations.

#### **COMPOSITION**

- This committee will be comprised of not less than five nor more than eight (8) members as follows:
  - One Chair and one Vice-Chair
  - Up to eight additional committee members as deemed necessary to conduct the work of the committee.
- 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). The Vice-Chair may be selected from sitting committee members, in which case the committee member would be replaced for the remainder of their term. Committee members appointed to complete the term of a Vice-Chair are eligible to continue with a full 2-year term appointment as Vice-Chair then Chair following on the replacement term.

#### **ACCOUNTABILITY**

- The Chair of the Standards Committee is responsible for reporting on the timing of upcoming meetings and activities of the group with the Board Liaison on a regular basis.

- The Chair is responsible for reporting quarterly to the Board of Directors as well as informing the President as and when award selections are made.
- The work of this Committee will be reviewed as part of the External Engagement Task Force to see where best to position the work of the committee in 2019.

## **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.
- The Chair will communicate with the Board Liaison on a regular basis about the timing of meetings and report content. In addition, all committees will meet during the Annual Meeting; virtual attendance (e.g., by Skype) is encouraged to engage with members who cannot attend in person. Attendance at the Annual Meeting during the term of committee membership is highly recommended for all committee members.
- 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.
- The Chair, after consultation with the full committee, may vote or comment in accordance with the majority opinion of the committee in the name of the Association on all proposed standards submitted by organizations with which the Association affiliates. All such action and comment must be promptly reported to the Board of Directors; actions and comments proposed should be reported to the board in advance whenever possible.

## **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 the Vice-Chair before it is made available to Committee members.

**SELF-EVALUATION**

- Each year (prior to the Annual Meeting), the Chair of the Standards Committee 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
Vice-Chair Appointment	2 months before Annual Meeting
Committee Vacancy Appointment	1 month before Annual Meeting
Report to Board	1 month prior to scheduled Board meetings (tbd)

*Approved by the ASIS&T Board of Directors on September 15, 2018.*