Arca is a collaborative initiative that puts the development and implementation of a digital repository within reach for every institution, at a reasonable cost, and in a supported environment.

Mandate & Responsibilities

The Arca Advisory Committee provides direction for the Arca project. A subcommittee of the BC ELN Steering Committee, the Advisory Committee focuses on policy and planning, and directs operations for Arca.

The Arca Advisory Committee:

- Represents the interests and concerns of its constituent sites.
- Provides guidance to the Arca Administrative Centre on digital repository development, implementation, and policy issues.
- Sets the yearly Arca Service Support Fee.
- Approves project budgets.
- Brings forward issues and suggests improvements.
- Carries out research, or other work, in support of Arca and offers recommendations.
- Communicates regularly with colleagues on Arca aims and progress.

Membership

Members of the Arca Advisory Committee represent the diversity of Arca participating sites, based on type of institution and geographic location. The Chair of the Committee has no affiliation.

Seats for members-at-large ensure that repository administrators are represented on the committee.

The Arca Advisory Committee is responsible for ensuring balanced representation on the Committee. Additional representative categories will be added as Arca membership evolves.

Committee representatives are elected by members of their institution-type constituency group for a two year term commencing October 1. The terms of appointment are staggered to allow for continuity. Two new representatives will be appointed each year. At the end of their term, each out-going representative will poll their institution-type group to find a replacement.

In summary, committee positions are as follows:

- a representative from each institution-type category of Arca participants, which may include but is not limited to: Urban College, Rural Colleges, Small Universities and Regional Universities and Institutes. BC post-secondary institution-type groupings may be viewed at <http://bceln.ca/about/steering-committee/governance-categories>;
- a Chair with no affiliation;
- 2-3 members-at-large representing Arca repository administrators;
- representation from the Arca Admin Centre (non-voting).

Chair

The Arca Advisory Committee Chair is elected for a one-year term, with the possibility of a one-year renewal, from among Advisory Committee members. The Chair has no affiliation with an institution-type group; upon election of a Chair, a new representative for the Chair's institution-type group will be elected by members of that constituency group.

The Chair runs Advisory Committee meetings and works closely with the Admin Centre to plan meetings, set agendas, and ensure that minutes are taken and distributed. The Chair acts as a the liaison between the Advisory Committee and the BC ELN Steering Committee.

The outgoing Chair will attempt to find at least one individual to stand as Chair but any other committee members are also welcome to stand for nomination.

Procedures

The Arca Advisory Committee meets 4 times a year, or as required.

Meetings are typically held via teleconference.

Minutes are recorded by the Arca Admin Centre and approval occurs by email. Meeting minutes are publicly available on the BC ELN website.

All committee correspondence will be distributed on the eln-iradvisory@sfu.ca distribution list.

The Arca Admin Centre will produce an annual accountability report, the Arca Actions & Achievements, by the end of each fiscal year.

Subcommittees

From time to time the Advisory Committee may delegate oversight of a task to a subcommittee under terms of reference set by the Advisory Committee. The subcommittee will then make recommendations to the Advisory Committee on the policy or operational matter under discussion. Subcommittees will dissolve once their mandate has been achieved or by decision of the Advisory Committee.

Terms of Reference Review

The Advisory Committee Terms of Reference will be reviewed every 3 years to ensure that they continue to meet the needs of the initiative.