Terms of Reference: COPPUL Digital Stewardship Network (CDSN) Standing Committee

Purpose

The COPPUL Digital Stewardship Network (CDSN) Standing Committee ensures that Digital Stewardship Network activities reflect and respond to the needs of COPPUL member libraries. The Committee advises COPPUL staff and Board of Directors with respect to digital preservation initiatives in support of COPPUL's strategic priorities, including but not limited to:

- Supporting members in realizing long-term digital preservation goals;
- Reduce barriers to access through resource sharing, advancement of open practices and extension of resource access beyond COPPUL institutions;
- Collectively optimizing collections and resources, leveraging emerging technologies for the benefit of our members and libraries;
- Representing COPPUL members in applicable regional, national and international dialogues and initiatives; and
- Fostering relationships, professional development and mentorship opportunities.

Responsibilities & Deliverables

The CDSN Standing Committee:

- Represents COPPUL member institutions with respect to digital preservation needs, priorities and perspectives;
- Provides strategic advice to the CDSN Coordinator, COPPUL Executive Director and Board of Directors on building local capacity for digital preservation, helping COPPUL members preserve, manage, and provide access to their digital collections;
- Supports access to tools and services;
- Promotes and nurtures a vibrant community of practice among COPPUL members and beyond;
- Offers educational and professional development opportunities, increasing awareness among a wide range of stakeholders;
- Collaborates with other COPPUL committees and allied organizations at regional, national, and international levels, including liaising with COPPUL representatives on relevant external committees;
- Participates in COPPUL strategic planning;
- Develops an annual work plan aligned with COPPUL's strategic priorities; and
- Submits an annual report to COPPUL Directors.

Membership

Composition

- **Seven (7) to eleven (11) members from full COPPUL member institutions, including one COPPUL Director and at least one archivist**. To the greatest extent possible, membership should represent the different COPPUL regions, institution sizes and mandates (e.g. teaching-focused vs. research universities), and reflect a range of professional experience and career stages. The Director member brings an administrative perspective to committee discussions and represents the Standing Committee at COPPUL Directors' meetings.
- **CDSN Coordinator (ex officio)**. The CDSN Coordinator schedules meetings, circulates relevant materials in advance of the meeting, ensures minutes are recorded and retained, and orients new members to the work of the Standing Committee. The Coordinator provides regular updates to, and seeks direction from, the Standing Committee on CDSN activities and initiatives as well as facilitating communications with COPPUL representatives on relevant external committees. In collaboration with CDSN Standing Committee co-chairs and members, the Coordinator develops meeting agendas, annual work plans, and reports.
- **COPPUL Executive Director (ex officio)**. The Executive Director liaises between the Standing Committee and the COPPUL Board of Directors, and provides leadership and advice on CDSN priorities and initiatives.

Appointment Process

Nominations for membership are coordinated by the COPPUL Executive Director. The COPPUL Board of Directors approves appointments of nominees to the Standing Committee.

Term

Membership term is two years (renewable), running August 1st to July 31st, and should ideally be staggered to ensure committee continuity.

Chair or Co-Chairs

Whenever possible, the Standing Committee will be chaired by two co-chairs with staggered two-year terms. Co-chairs are selected by current Standing Committee members after a nomination process (including self-nomination). Chairs / Co-chairs work with the CDSN Coordinator to draft meeting agendas, lead regular meetings of the Standing Committee, and guide the development of annual work plans and reports.

Authority, Accountability, & Reporting

The CDSN Standing Committee is appointed by the COPPUL Board of Directors and subject to COPPUL bylaws (Section 6.2). Standing Committee work plans are subject to Board approval and should be presented to COPPUL Directors for feedback at the Fall meeting each year. Standing Committee annual reports should be presented to COPPUL Directors at the Spring meeting each year. The Executive Director provides updates on committee activities to the Board between meetings of the COPPUL

Directors. Meeting minutes are posted to COPPUL's virtual workspace for Committee members. When appropriate, discussion and decisions are communicated more widely within COPPUL.

The CDSN Standing Committee and the Board aspire to relational accountability. Should the need arise to refocus or dissolve the Committee, mutually respectful steps will be taken to realize changes.

Meetings

Virtual meetings will be held quarterly or as needed to advance the work of the Standing Committee. In general, the Committee works by consensus. If voting is required to advance committee business, a quorum of 50% plus one is required. Guests may be invited to meetings.

The CDSN Standing Committee values diverse perspectives and fosters a welcoming and inclusive environment where all members are treated with dignity and respect.

Sub-Committees & Working Groups

The Standing Committee may constitute and dissolve sub-committees and working groups on an as-needed basis, subject to approval of the COPPUL Board. Sub-committees carry out ongoing work while working groups are formed ad hoc to address time-limited issues. At least one member of each sub-committee must also be a member of the Standing Committee. COPPUL member representatives (including affiliate member libraries) other than those sitting on the Standing Committee may be members of sub-committees, including serving as sub-committee chairs or co-chairs.

See Appendix for a list of current CDSN Standing Committee Sub-committees and Working Groups

Resources

Service on the CDSN Standing Committee is non-remunerative. The administrative work of the Committee is supported by the CDSN Coordinator. In the event that an in-person meeting is organized, travel and other meeting expenses are the responsibility of the Committee members' home institutions.

Terms of Reference Review

Standing Committee terms of reference should be reviewed by the Committee every three to five years. Revisions are subject to approval by the COPPUL Board of Directors.

Approved by: COPPUL Board of Directors

Approved on: 2 July, 2025