Jisc Archives Steering Committee

Core Aims of the Steering Committee

• To represent the interests of Jisc members and of the archives community as a whole
• To provide strategic and policy guidance on the operations and development of the service
• To raise and discuss the opportunities and constraints faced by the service
• To act as advocates for the Archives Hub and the service role as the UK aggregator of structured archival data both within Jisc and across the cultural heritage and education sectors
• To promote the importance of efficient and high-quality archival data flows as a key driver for effective discoverability
• To work with other Jisc and non-Jisc groups where appropriate and to ensure that strategic developments are informed by community needs.
• To encourage awareness of strategic and service developments in the community.

Governance and Organisation

Jisc will act as the convenor and secretariat for the Group. The Group will meet not less than twice per year. Meetings will be in person at least once a year if practical, to take advantage of networking and more informal dialogue, and also online, to take advantage of cost-effectiveness and to minimize the environmental impact.

Membership structure

Members will be senior practitioners or managers from the academic, research and archives community reflecting a diverse range of roles, both practical and strategic, across institutions. Representatives of relevant community or professional organisations may also be represented and the Committee will retain the opportunity to co-opt additional members where it is felt that they will enhance overall performance.

• Chair – a Chair will be nominated and approved to sit for a maximum of four years. A Chair can act for two terms.
• Membership - up to 12 senior members from across the academic research and specialist archives community, including:
  – Representation from England, Scotland, Wales and Northern Ireland
  – Representation from stakeholder groups
• Relevant Jisc staff
Term of Membership

Membership will not have a set time period. An individual representing an institution may co-opt a colleague with the requisite knowledge and experience to take over membership or to act as a substitute.

The appointment of members from the academic archive community will be by nomination, invitation or application and will be approved by the Committee.

A member will be considered as having stood down if:

- The member has two un-notified absences in a row (“un-notified” means the member did not call a reasonable contact in the organisers before the upcoming meeting to indicate they would be absent).
- The member has three notified absences in a row.

Responsibilities of members

Declare to the Group any interests in or significant commitments to other companies or organisations, which may relate to areas of work or interests that the Group is discussing and/or providing advice to Jisc.

Act in good faith towards the wider Group membership and Jisc.

Meetings and Administration

- Dates for meetings will be scheduled 6-8 weeks in advance.
- Agenda and papers will be circulated not less than 1 week prior to meetings.
- Action list will be circulated no more than 1 week after meetings.
- The Committee's time is more effectively used if information/papers are circulated and read in advance, so that time in meetings is given to discussion of issues and actions rather than sharing information.
- Communication and administration will be via a closed email list. This will facilitate discussion and information sharing outside meetings plus easy access to documents etc.
- The Group will have a presence on the Jisc website to include:
  - Group members, and terms of office
  - Terms of reference
  - Meeting dates
  - Brief meeting summaries