

ACA Volunteer Manual

April 2024

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1. Introduction

The purpose of this Manual is to transfer knowledge to incoming volunteers. It contains information and tools you need to be a good leader early and throughout your term.

Tools and resources will be regularly updated to reflect feedback from the membership, Committee Chairs, and Board of Directors and will include information about agendas, rules of order, non-profit finances, and governance.

2. Equity Commitments

The Association of Canadian Archivists recognizes that equity is critical to developing a talented, capable and supportive profession. We are committed to creating an environment, both within the ACA and the broader archives and recordkeeping profession, that attracts, develops and retains individuals that better reflect the communities we serve.

In recognition of our commitment to equity, the ACA has shared the following statement with its members and the public:

We acknowledge that the Canadian archival system is based on Western European archival theory and recordkeeping practices. As a result, the foundation of this system shares core values and goals with the legacy of European colonial mandates and upholds social hierarchies that privilege some members of society while marginalizing others. Today, it is widely accepted that archives have an active influence on public memory and that, in the words of [Jarrett Drake](#), they have never been neutral. Yet, the archives and recordkeeping profession often remains unwilling or reluctant to confront the continued colonialism, racism, sexism, ableism, xenophobia, and disenfranchisement that are built into the creation, maintenance, and use of archives in this country. The ACA acknowledges that the association's past commitments to the equitable treatment of new and existing professionals, in and outside of the association, have not been consistently followed by meaningful, appropriate, and timely action. We know this inaction has eroded trust in the ACA to act on behalf of all archivists and recordkeeping professionals.

With these statements, the ACA is taking responsibility for having directly and indirectly avoided difficult conversations about the systems of oppression that are deeply embedded within the Canadian archival system. The ACA acknowledges that archivists and recordkeeping professionals have contributed to and upheld systems of power that privilege one homogenous set of voices while silencing a richly diverse set of others. The ACA unequivocally apologizes for the mishandling of sensitive and pressing equity issues within the profession. We want and need to do better.

Because statements are not enough, we also include these Equity Commitments:

- The ACA will prioritize the urgent need for equity and justice for BIPOC (Black, Indigenous and People of Colour), people with disabilities, new Canadians, and 2SLGBTQIA+ (Two-Spirit, lesbian, gay, bisexual, trans, queer, intersex, and asexual) individuals and communities.
- The ACA will offer a range of professional development opportunities and resources that support members with diverse perspectives and needs.

- The ACA will provide equitable opportunities for members to volunteer for leadership positions and fully participate in association business.
- The ACA will actively work to make its programs and services accessible to an increasingly diverse archives and recordkeeping profession.

Each commitment is supported by the actions outlined in the [ACA Equity Commitments](#), a living document that identifies the steps that the Association will take to achieve its equity commitments, and the resources that it plans to invest to enable the course of change.

The full [ACA Equity Commitment](#) can be accessed on the website.

3. Strategic Priorities

These strategic priorities represent ACA's purpose and the core activities we undertake as an organization:

Advocate: The ACA will endeavor to be a strong voice on issues of concern to members of Canada's archival communities and ensure the voices of its members are heard.

Support Learning: The ACA will expand opportunities for career and skill development, increase accessibility of learning opportunities, and strengthen the community support for continuing professional development. This includes the delivery of in person/online professional learning workshops, the coordination of our internationally recognized annual conference, and production of the top-ranked journal, *Archivaria*.

Engage Members: The ACA will support all members, individual and institutional, to make meaningful contributions to the ACA and the communities they serve. This includes providing all members with relevant and low-barrier opportunities to contribute to the development of the archival profession, through participation in program offerings, sharing feedback about their experiences, and/or volunteering for the Association. The ACA also supports student chapters at universities across Canada.

Additionally, the work of the ACA and its groups should strive to advance and support the Association in three key areas:

- Meeting the Association's equity commitments;
- Meeting our commitments to truth and reconciliation within our Association and for archival communities in Canada; and
- Holding ourselves accountable for our actions through regular reporting and two-way communications with members.

[The 2023-2026 Strategic Framework](#) can be accessed on the ACA website.

4. ACA Technology and Information Sharing

4.1 ACA Website and Wild Apricot

The ACA uses the Wild Apricot membership management software that supports the ACA website and website functions. Using Wild Apricot, the ACA can process membership payments, create event listings and registration forms, and connect with members through automated email confirmations and notifications. Note that some online resources are found in the Members Only section of the website, as part of the benefits and services available for members; members must be logged in to access this information. The following items can be found on the ACA website, powered by Wild Apricot.

Online Directories

In the Members Only section of the website, you may access various directories through the “Members’ Toolkit” sidebar as well as update your own profile in the Membership Directory.

- **Membership Directory: Individuals, students and delegated representatives from institutions can update their profiles in this directory.** The following information is now available to update and share:
 - Column 1: first name, last name, and a photograph
 - Column 2: biography, social media handles, and alternative email information
 - Column 3: location information, such as province or territory
- **Archival Organizations Directory:** this directory provides a list of professional archival associations and councils across Canada.
- **Archival Consultants Directory:** this directory is open to individuals, students and delegated representatives from institutions and provides a list of archive consultants and their respective area of expertise. These consultants can be hired to ensure your organization's important documents are identified and properly stored.

Surveys, Online Forms and Email Blasts

Also powered by Wild Apricot, the website allows for online surveys and forms (powered by Formstack). These are available for use by ACA groups. Sending out email blasts, such as for an event reminder, is also available. Email blasts are sent using Wild Apricot. Contact the ACA Secretariat to arrange.

Website Analytics

The ACA uses the service Plausible to track usage and activity on the ACA website (as well as *Archivaria*). The Plausible account for the ACA is managed by the ACA Secretariat.

4.2 Publications

The Bulletin – The ACA Annual Report

Six weeks prior to the Annual General Meeting, the ACA publishes *The Bulletin: the ACA Annual Report* online. *The Bulletin* includes association activity updates to membership, such as annual reports from Directors, Committees, Working Group, and SIS chairs/co-chairs, Student Chapter executives, and any motions to be considered by the membership regarding association governance and fee structures. Annual reports from each ACA group are written by the group Chair/Co-Chair and submitted to the ACA Executive Director, who along with the Secretariat and Board Secretary, formats all reports and adds them to the *The Bulletin*. Past and current [Bulletins](#) can be accessed on the website.

Scope and Content

The *Scope and Content* is the ACA's monthly newsletter, and it is published the first Thursday of each month. Members can find information about workshops, volunteer opportunities, the archival community, and much more.

Scope and Content is produced by the ACA Communications Committee and welcomes submissions from ACA Committees and groups to promote their activities. See also the *Communications Guide for Committees*.

Past and current issues of [Scope and Content](#) can be accessed on the website.

In the Field Blog

In the Field is the ACA's blog dedicated to discussing the scope of archives, archival education, and archival interventions. In line with the ACA's Strategic Plan and the Progress toward A Diversity & Inclusion Action Plan, the ACA blog focuses on publishing posts that explore "frameworks, strategies, initiatives, programs, and actions" undertaken across the archival realm to "address issues of inclusion, access, diversity, multiculturalism, and regional, national, global, and intercultural engagement."

In the Field is managed by the Editor, a member of the ACA Communications Committee, and welcomes submissions from ACA Committees and groups. See also the *Communications Guide for Committees*.

To read [In the Field](#) or make a submission to the blog, please visit the website.

Archivaria

Archivaria, the Journal of the Association of Canadian Archivists, is devoted to the scholarly investigation of archives in Canada and internationally. The [first issue was published in 1975](#), and back issues are [available online](#). *Archivaria* is produced by the *Archivaria* Editorial Team, which includes volunteer Editors and the Editorial Board. *Archivaria* welcomes articles and other submissions exploring the history, nature, and theory of archives or the use of archives. The journal aims to be a bridge of communication among archivists, and between archivists and users of archives.

Published semi-annually in spring and fall, *Archivaria* is available by print or online subscription. Individual and Institutional members may opt for a print copy at no additional charge. The online subscription is available immediately to members, however, there is currently a one-year embargo for non-members to access *Archivaria* online therefore, non-members will not have print access to the most recent two issues, only digital access. Print back issues are also available by contacting the ACA Secretariat.

To learn more or read issues of the journal, you can visit the [Archivaria website](#).

4.3 Email, Microsoft SharePoint, and OneNote

ACA volunteers will use SharePoint to create and contribute to Board, Committee, or SIS etc. working documents. During their work, Committees produce annual work plans, reports, policies and other working documents held within these Committee-specific SharePoint sites. Content within SharePoint sites are accessed by their respective group (Committee, Board, etc.) members only. SharePoint access is granted to new volunteers through either their Committee Chair or the ACA Executive Director.

Many groups also use OneNote to record and save meeting minutes. Learn to use [SharePoint](#). Learn to use [OneNote](#).

You may be assigned an archivists.ca email address to facilitate your access and you can access the volunteer SharePoint site for tools and resources for using this collaborative software. The Executive Director administers email accounts and provides the necessary access to new volunteers.

4.4 Zoom

Zoom is a video conferencing app used by the ACA to virtually meet with colleagues when in-person meetings aren't possible. Zoom allows ACA members to record their meetings, share their screens, and send messages during meetings via the Chat function.

The ACA can provide committees, working groups, student chapters, SISs, and other ACA groups with access to Zoom for their regular meetings and hosting special events. Contact the ACA Secretariat to make arrangements.

Learn how to use [Zoom](#).

5. Schedule of Key Events and Meeting Dates

The ACA has a [Calendar of Events and Activities](#). Within this calendar, you will find the following important events and meetings:

Members Input Sessions

Members Input Sessions are an opportunity for ACA members to meet with the Board of Directors to discuss important association business and ask questions.

Annual General Meeting (AGM)

The AGM agenda includes Board reports, announcements of annual election results, and updates on ACA activities, including Committees, SISs and Student Chapters. The annual report, *The Bulletin*, is also shared with members for the AGM. Members have the opportunity to review ACA audited financial documents and next year's budget. The Board may also present motions to be voted on by the general membership. The AGM is typically held in conjunction with the Annual Conference.

Planning and Priorities Meetings (P&P): Fall & Spring

The ACA Board of Directors meets with Committee Chairs and Committee Members twice each year (in the spring and fall) to set and review work plans and establish priorities for the Association. The Spring P&P is typically held in March or April and the Fall P&P is typically held in October. The meeting schedule is set by the ACA Executive Director and Board and an agenda is made available to ACA Committees and groups.

At the P&P, financial considerations and budget requests are also reviewed by the Board. The ACA Financial year is from January 1 to December 31. A report of activities is required from each Committee, written by the Chair, to be presented at each P&P meeting.

Annual Conference

The ACA Conference is the association's largest annual event and greatest financial commitment. Conference format alternates from year to year between virtual (even years) and in-person (odd years). For virtual conferences, a host province or region is chosen, and its time zone sets the timing for that year's conference. For in person conferences, conferences are hosted in different cities throughout Canada. Regardless of format, ACA conferences consist of panel and individual presentations, workshops, poster sessions and lightning talks. It is a great opportunity for archivists to

discuss contemporary archival issues and scholarly work, explore projects, and meet other professionals. The Conference theme and dates change from year to year. Conference sessions are organized by the Program Team and social activities are led by the Host Team.

Members can access [previous conference documents](#), such as programs and schedules from 2006 and onward.

Board Meetings

Currently, the ACA Board of Directors meets monthly, on the third Tuesday; however, Board meeting dates are reassessed annually as new members join. Special meetings of the Board are also held, when necessary, in addition to regular monthly meetings

6. Our Community

6.1 Standing Committees

The ACA Board of Directors is supported by a number of [standing committees](#). Each committee has its own mandate and terms of reference, and all committee documentation is accessible on that committee's SharePoint site. Committees are led by a chair/co-chairs and typically consist of 5 to 8 members, although committee membership may be expanded to accommodate work plan priorities. The ACA currently has the following standing committees:

- [Conference Planning](#)
- [Communications](#)
- [Financial Review](#)
- [Governance](#)
- [Membership](#)
- [Nominations & Awards](#)
- [Professional Development](#)
- [Public Awareness and Advocacy](#)

The ACA Board may also direct the establishment of short-term committees, task forces, or working groups on an ad-hoc basis.

The ACA encourages all members in good standing to volunteer to serve on committees. An open call for volunteers is made each fall, and additional opportunities may be posted throughout the year. When a vacancy exists, chairs/co-chairs are also encouraged to use ACA communication channels (such as the *Scope and Content* newsletter, Arcan-I, and social media) to solicit new volunteer members when a vacancy exists.

Committee chairs/ co-chairs and members serve for two years and can serve two consecutive terms. Chairs/co-chairs are encouraged to seek diversity in their membership whenever possible. Prospective volunteers must complete an application form indicating their interest, which is then sent to the Vice-President and relevant committee chair. Applications are then reviewed by the relevant committee, which then recommends the volunteer to the ACA Board for formal approval. Once appointed to a committee by the Board, the volunteer is then required to sign an ACA Volunteer Code of Conduct form.

Committee chairs/co-chairs are encouraged to set a regular meeting time for committees, typically once a month for one hour, held online. The chair/co-chairs work with the Secretariat to set and

communicate online meeting times via email including Zoom meeting information. The amount of time spent on committee work can vary greatly depending on current projects and seasonal tasks. Committees report to the ACA Board via their Board liaison, and their members are expected to participate in all planning and priorities meetings.

6.2 Special Interest Sections (S.I.S.)

The ACA's [Special Interest Sections](#) exist to provide a discussion forum for members with similar interests. S.I.S.s also aim to attract new members sharing similar interests to the Association, and to advocate the advancement of archives in special interest areas.

An S.I.S. consists of a leadership group consisting of a chair, vice-chair, and secretary, as well as at least four other individual ACA members. To become an S.I.S. member, or to form a new S.I.S., you must be an ACA member (Individual or Institutional delegate) in good standing. Non-members may participate in SIS special events but *may not* attend regular meetings or perform operational duties unless they become ACA members in good standing. The ACA recommends a 2 or 3-year term for each member of the leadership group, with a maximum of 6 years.

All S.I.S.s shall hold an annual meeting at, or around the time of, the ACA's annual conference. S.I.S. annual meetings should be advertised on Arcan-I (managed by the Canadian Council of Archives) and all other methods of communication utilized by the ACA. Each S.I.S. will report to ACA Board via the ACA Director at Large serving as S.I.S. liaison and is required to submit an annual report for *The Bulletin* and the Association's Annual General Meeting.

Learn more about [Special Interest Sections](#).

6.3 Student Chapters

[Student Chapters](#) provide forums for discussion and support among students at colleges or universities offering an archival studies or information science program. The purpose of ACA student chapters is to attract and integrate new student members into the ACA, and to encourage student involvement in the Association. Any group of seven or more ACA student members, including one designated as a Coordinator, may, upon presentation of a statement of intent signed by its members and by a faculty advisor, petition the ACA Board for recognition as an official student chapter. Upon approval, membership is open to all students enrolled in that institution who are members of the ACA.

An ACA Director at Large is the ACA Board member responsible for student chapters and serves as a Board liaison for each chapter, providing a communication link between chapters and the Board. Chapters are expected to keep the Director at Large informed of their activities. At, or around the time of, each annual ACA conference, an opportunity will be provided for Chapter Coordinators and other interested student members to meet with the Director at Large.

Student chapters may meet as often as they wish. Quarterly conference calls between Chapter Coordinators and the Director at Large may be scheduled at the beginning of each academic year. The first conference call each year should include a brief orientation for chapter members.

Learn more about [Student Chapters](#).

6.4 Stakeholders

The ACA works closely with many allied national and international organizations to support archives and records professionals. Below are a few of the ACA's stakeholders and associates.

- Canadian Council on Archives (CCA)
- L'Association des archivistes du Québec (AAQ)
- Steering Committee on Canadian Archives (SCCA)
- Library and Archives Canada (LAC)
- International Council on Archives (ICA)
- ARMA International
- Australian Society of Archivists (ASA)
- Society of American Archivists (SAA)
- Canadian Historical Association (CHA)
- Canadian Association of Learned Journals (CALJ)

Learn more about our [Stakeholders](#).

7. Statement of Roles and Responsibilities

Board of Directors

The Board of Directors is the legal authority for the Association of Canadian Archivists. The members of the Board act in a position of trust for the community and are responsible for the effective governance of the organization. Each elected Board member serves a two-year term and is eligible for election for a maximum of two (2) consecutive terms.

The ACA Board includes a minimum of 7 members, including:

- President
- Vice-President
- Treasurer
- Secretary
- Director-at-Large (1)
- Director-at-Large (2)
- Director-at-Large (3)

Requirements shared by all Directors

1. Attend ACA leadership team meetings such as the Planning and Priorities and Annual General meeting.
2. Actively participate in the Board's discussion and work projects; prepare for meetings by contributing to the development of the agenda and reviewing resource documents.
3. Volunteer for and willingly accept assignments, then complete them thoroughly and on time.
4. Commit a minimum of fifteen (15) hours per month to ACA work (this includes preparation for Board meetings, and Board and committee meeting time).
5. Be aware of and avoid any conflict of interest.
6. Maintain the confidentiality of sensitive personal, financial, and corporate information.

7. References legal documents as well as ACA policy and procedure, noting their applicability during meetings.

7.1 President

Accountability and Responsibilities

As described in Article IX of the By-law, the President is a director of the Board who, when present, presides at all meetings of the Board and members; however, the President is accountable to the ACA Board of Directors and Members. The President serves as an ex-officio member of all ACA Committees and is Board liaison to the Public Awareness & Advocacy Committee, and alternates as liaison with the Vice President on the Conference Planning Committee on an annual basis

The President is responsible for ensuring that the Board of Directors:

1. Is aware of and fulfills its governance responsibilities.
2. Complies with applicable laws and bylaws.
3. Conducts Board's business effectively and efficiently.
4. Is accountable for the Board's performance.

Board and Staff Relations

The President is the primary liaison between the Board and the ACA Staff In this capacity, the President:

- Meets periodically with the Executive Director and the Membership Services Coordinator.
- Ensures that periodic performance reviews of the Executive Director are conducted.
- Participates in the hiring and evaluation of the Executive Director.

Community Relations

The President ensures that the organization maintains positive and productive relationships with ACA Members, media, sponsors and donors, and all other organizations external to the ACA, including Stakeholder groups and government departments. In this capacity, the President serves as primary spokesperson for the Association.

Signing Officer

The President is designated by the By-laws as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of the ACA.

7.2 Vice-President

Accountability and Responsibilities

As described in Article IX of the By-law, the Vice-President is a director of the Board who presides at all meetings of the Board and Members when the President cannot or will not be available. In the case of resignation or inability to complete their term, the Vice-President will act as President for the remainder of the President's term.

The Vice-President reports to the President and serves as the Board liaison for the ACA Governance Committee. The Vice-President is also Board liaison of the Nominations and Awards Committee and the Conference Planning Committee in the President's first term.

Duties

- Assists the President in recommending measures to further the objectives of the ACA.
- Works closely with the President to develop and implement transition plans between incoming and outgoing Board members.
- Contributes to the creation of policies and procedures that direct the business and operations of the Association.
- Works with the Executive Director and the Treasurer to ensure the ACA meets its legal requirements as a federally incorporated not-for-profit association.
- Monitors and evaluates the effectiveness of ACA through a regular review of programs and services.
- In the absence of a director, perform the duties of that Director.

7.3 Secretary

Accountability and Responsibilities

As described in Article IX of the By-law, the Secretary should attend and be the secretary at all meetings of the Board and Members. The Secretary shall enter all meeting minutes for the corporation and be the custodian for the organization's books, papers, records, and documents. The Secretary serves as the Board Liaison to the Membership Committee.

Duties

- Works with the Executive Director to create and maintain the governance records of the Board and ensures effective management of ACA records.
- Gives or causes to be given notice of all meetings of the Members and of the Board of Directors.
- Records and verifies the minutes of Board and Membership Committee meetings.
- Ensures that minutes are distributed to each Director for review shortly after every meeting.
- Records and verifies the minutes of the Annual General Meeting of the Association and other special meetings as required.

7.4 Treasurer

Accountability and Responsibilities

As described in Article IX of the By-law, the Treasurer shall have custody of the corporate funds and securities and shall keep accurate logs of the receipts and disbursement of funds. The Treasurer shall disburse funds of the corporation as ordered by the Board. The Treasurer also serves as the Chair of the Association of Canadian Archivists Foundation, as Chair or Liaison to the Financial Review Committee, and as an ex-officio member of the Conference Planning Committee.

Duties

- Is responsible for the maintenance of proper accounting records pursuant to the applicable legislation.
- Oversees all fiscal matters of the ACA, including budget preparations and the annual audit.
- Ensures audited financial statements are presented to the Board annually.
- Calls the motion at Annual General Meeting to appoint the Auditor.
- Presents the annual budget to the Board for its approval.
- Presents the annual budget to the ACA membership at the AGM.
- Maintains the confidentiality of sensitive financial and corporate information.
- Ensures development and Board review of financial policies and procedures.
- Acts as the signing authority on behalf of the Board for financial matters.
- Provides the Board with guidance pertaining to financial matters during decision periods.

7.5 Director-at-Large

Accountability and Responsibilities

The Director at Large reports to the President and serves as an ex-officio member of the ACA Student Chapters, Special Interest Sections, Communications Committee, Professional Development Committee and other projects as assigned by the Board of Directors. The portfolio responsibilities are divided equally among all Directors at Large and each portfolio can change year to year.

Duties

- Monitors and evaluates the effectiveness of ACA Membership programs and services.
- Acts as Board's liaison to the ACA Conference Host and Program Teams.
- Leads special initiatives and projects as assigned by the Board.
- Works with the Executive Director on the maintenance of the ACA website.
- Liaises with national and international professional groups.

7.6 ACA Staff

The ACA employs two staff members, the Executive Director and the Membership Services Coordinator.

As described in Article IX of the By-law, the Executive Director shall have general supervision of the affairs of the corporation and be responsible for implementing the strategic plans and policies of the corporation. Subject to the Board's authority, the Executive Director has full power to employ or discharge agents or employees of the corporation.

The Membership Services Coordinator is responsible for the aca@archivists.ca email address, typically the first point of contact for members' questions; if an email should need a response from another ACA volunteer or staff member, the Membership Services Coordinator will triage the emails as necessary. This role also provides support for subscribers to *Archivaria*, conference delegates, finance and administration, and to the Executive Director and Board of Directors as needed.

A full list of [Board positions and descriptions](#) can be found on the website.

8. Policies

8.1 By-Laws

The ACA operates according to its [By-laws](#), which covers issues including membership, meetings of members, directors and committees, meetings of directors, officers, notices to members, dispute resolution, and special resolutions.

8.2 Code of Ethics and Professional Conduct

The Code of Ethics and Professional Conduct (CEPC) guides members in the decisions they make relating to the care and preservation of archival records. The Code is based on ethical values specific to the Canadian archival context. The first five principles address what archivists do and the remaining four address who we are.

1. **CONTEXT:** We gather, maintain and communicate knowledge about the context in which records are created, used, and preserved
2. **PRESERVATION:** We preserve the identity and integrity of records for which we have responsibility and have a fundamental duty to ensure they are capable of being preserved through time in a usable and understandable manner.
3. **ACCESS:** We make records available to the widest possible audience in a manner consistent with their content, source, and the statutory obligations that govern the jurisdiction we work.
4. **VALUE:** We have a duty of care in the selection, acquisition, description, deaccessioning, destruction, and provision of access to records
5. **SOVEREIGNTY:** Twenty-first-century Canada recognizes not only the sovereignty of the Crown but also that of the Indigenous Peoples of Canada. Records and information relating to Indigenous Peoples is administered in a way.
6. **KNOWLEDGE:** We continually seek to increase our knowledge of records—their creation, maintenance, use, and preservation—and the individuals, societies, communities, and organizations they document.
7. **RISK MANAGEMENT:** We consider, analyze and evaluate the processes, methods, and technologies used to create, use and manage records with the intent of balancing our responsibility to optimize the value of records—and users' access to them—against any risks and costs associated with doing so.
8. **SOCIETAL BENEFIT:** We use our specialized knowledge and experience for the benefit of society as a whole.
9. **PERSONAL INTEGRITY:** We conduct our work in a way that does not discriminate against, harass, or take advantage of others.

See the full [Code of Ethics and Professional Conduct](#) for more information.

8.3 Bias and Harassment Protocol Response Protocol

The [Bias and Harassment Response Protocol](#) outlines our expectations of members and participants in ACA activities, and also includes a procedure for responding to unacceptable behaviour.

- The ACA community welcomes and supports people of all backgrounds and identities, including members of all ages, genders, gender identities or expressions, physical and mental abilities, cultures, ethnicities, educational levels, languages, national origins, political beliefs, professions, races, religions, sexual orientations, socioeconomic statuses, sizes, and technical abilities.
- We conduct ourselves in a collegial manner. We should listen as much as we speak and remember that colleagues may have expertise that we are not aware of. We use welcoming language, accept critique graciously and offer it constructively. We give credit where it is due.
- We seek constructive resolutions to disagreements. Not all of us will agree all the time, but disagreement is no excuse for poor behavior and poor manners. Be kind to others. Do not insult or put down other participants
- The strength of our community comes from its diversity. Not being able to understand why people hold a viewpoint you disagree with doesn't mean that they are wrong. Assigning blame is not constructive. Instead, we should help each other to resolve issues and learn from mistakes.
- Anyone who violates the CEPC may be banned from a specific ACA event, attendance at the annual conference, participation in a members' meeting, competitions or awards, and/or the association altogether.
- The Bias Response Team (or "BRT") is responsible for applying the Protocol. Bias Response Team core members include the ACA President, who acts as the BRT Coordinator and ACA Directors. The Bias Response Team meets as necessary to discuss new and open reports of bias incidents and to apply the Protocol. The Bias Response Team also communicates as necessary over email and phone to respond to reports of bias incidents when and as they occur.
- The Protocol applies to any reported bias incident that occurs at an ACA event or between ACA members in the context of ACA activities, or by ACA members in public conversations.
- Bias incidents may be reported either orally or in writing to a BRT member, who is required to document the receipt of such report or complaint as it occurs or soon after, or by submitting a bias incident report form to the ACA Executive Director for transmission to the BRT.
- Response Protocol: 1. BRT member receives incident report or complaint; 2. BRT Coordinator or designate sends to the incident reporter an acknowledgement of the report and indication of immediate resources if any is available; 3. BRT evaluates incident report or complaint and the potential response; 4. Within a week of receipt of report or complaint, BRT identifies members to coordinate response; 5. BRT liaison follows up and reports information back to BRT.
- The ACA Executive Director (ED) tracks occurrence of reported bias incidents and, together with the BRT, assesses and evaluates trends, needs for training and prevention efforts, for policy development, etc.
- Access to complaint records will be restricted to BRT members involved in the investigation and the ACA ED.

See the [Bias and Harassment Response Protocol](#) for more details.

8.4 Social Media Policy

Developed in 2014, the ACA follows an established [Social Media Policy](#), which outlines the responsibilities of representing the ACA on social media and offers guidelines for content creation as well as making connections.

The full [Social Media Policy](#) can be accessed on the website. Refer also to the Communications Guide for Committees produced by the ACA Communications Committee.

8.5 Volunteer Code of Conduct

- All volunteers must sign the Code of Conduct form and submit it to the ACA Office.
- Volunteers will be properly prepared for Board and Committee meetings, attending all meetings, except in extenuating circumstances.
- Volunteers will support the decisions of the Board, whether there is personal agreement with the decision and by representing or interpreting the decisions of the Board, and its reasons for its decisions, accurately and fully wherever appropriate. Volunteers will not disclose or discuss differences of opinion on the Board or Committee outside of meetings.
- The ACA employs an Executive Director, Membership Services Coordinator, and may employ other staff. ACA Staff are integral to the successful management of the organization and Volunteers will work in partnership with the Staff to achieve the goals of the ACA.
- All Volunteers must remain free of any obligation, interest, or distraction that may adversely affect or interfere with their judgment and/or objectivity in the performance of their duties as an ACA Volunteer.
- Volunteers will declare any actual, potential, or perceived conflict of interest. When the Board or a Committee is deciding upon an issue about which a Volunteer has an unavoidable conflict of interest, that Board/Committee member shall absent themselves without comment from the vote.
- Volunteers shall refrain from disclosing confidential information concerning any ACA member, or any other person, firm, or any affairs of the Association.
- Volunteers shall not use knowledge gained from Association business for any financial or personal interest or transaction.

The full [Volunteer Code of Conduct](#) can be accessed on the website.

9. Fundraising

The Association of Canadian Archivists Foundation (ACAF) is a fundraising and fund-granting charitable organization led by a volunteer Board of Directors. Established and incorporated in 2006, the ACAF seeks to provide scholarships, bursaries, and other forms of financial assistance (such as travel grants to attend the ACA conference) to support students and professionals in the archival community.

10. Related Reading and Other Resources

10.1 History of the ACA

Founded in 1975 and incorporated in 1978, the Association of Canadian Archivists (ACA) is a non-profit organization that represents the needs and interests of archives and records professionals throughout Canada. The ACA provides members with opportunities to network with archives and records professionals across the country, develop professional skills and expertise, and participate in national and international advocacy initiatives.

The ACA is governed by its members and supported by staff at the ACA office, located in Ottawa. The ACA is incorporated under the Canada Not-for-profit Corporations Act (CNCA), which provides a legal framework for the operation of the corporation.

We acknowledge that the ACA office and its employees work on the unceded, unsurrendered Territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial.

Learn more about the [ACA's history](#).

10.2 Honours and Awards

ACA recognizes and celebrates its members with honours and awards which are provided through the ACA Nominations and Awards Committee, ACA Foundation, and *Archivaria* Editorial Board.

Learn more about [Honours and Awards](#).