



# South Asian Canadian Legacy Project

**Committee Name:** Advisory Group: South Asian Canadian Digital Archive (SACDA)

## Terms of Reference

**Type:** Ad Hoc Advisory

### Purpose

Offer advise on building, implementing and managing an archival digital platform.  
Advocate and champion as ambassadors to the project.

### Scope

**In-Scope:** Leading up to March 31, 2022, members will offer overall guidance and support on building, implementing and managing the digital platform to the SACLP staff.

**Out-of-Scope:** Decision making, day-to-day working of the project.

### Authority

Members will offer advice, support, and recommendations which are forwarded to the SACLP Project Management Team for consideration.

### Membership

Individuals will be invited and appointed by the Director of South Asian Studies Institute to join as per their expertise and availability.

The Director will decide the number of members required and will appoint a Lead/Co-Lead of the advisory group.

### Meeting arrangements

Meetings will be arranged by the Project Manager and will take place as needed in-person or by conference calls. (minimum of four meetings during the project cycle)



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The Project Manager will prepare an agenda and upon approval from the Director, will distribute to the members at least one week before the scheduled meeting.

Communication by email/phone and other mediums will be available between meetings.

## **Reporting**

The Advisory Group will report to the Director, South Asian Studies Institute.

## **Resources and budget**

The members will volunteer their time and will not receive any remunerations.

The members will be reimbursed for out of pocket expenses incurred to attend the meetings, such as parking and/or mileage.

## **Deliverables**

The Advisory Group has a mandate to offer advice and make recommendations to efficiently and creatively build, implement, and manage the South Asian Canadian Digital Archive/platform.