



## **AADA RESOURCE LIBRARIAN Terms of Reference**

The AADA Resource Librarian is a volunteer position appointed by the AADA Board of Directors to provide the organization with the following services:

### **DUTIES**

Collect and protect the data generated by the AADA and the member Societies. This includes but is not limited to:

Society Documents: Incorporation Certificate, Annual Returns, Bylaws, Policies and Procedures Manual, Minutes, Financial Records, Income Tax Returns, Society Annual Record Books

Maintain a website for the AADA.

Additional duties related to the collection and protection of AADA data as determined by the AADA Board. These will be included in the Terms of Reference as they are added.

This individual may attend Board meetings in a non-voting capacity.

### **TERM**

The appointment will be for a 2 year term and is renewable upon Board approval.

### **REPORTS TO**

The AADA Resource Librarian reports to the Board of Directors.

### **AUTHORITY**

**LIMITED ACTION** - Investigate the matter assigned to you and decide on the action you feel is appropriate. Receive the Board's consent prior to carrying out the action. ("Look into the matter, decide on the best course of action, inform us of what you intend to do, and go ahead and do it unless we tell you not to.")