



• will check •

Will Check

Advisory Committee

Terms of Reference

BACKGROUND

Will Check is a registry which stores information on the location of wills in Eastern Ontario. Will Check is currently offered free-of-charge to lawyers in Eastern Ontario, through the County of Carleton Law Association. The goal is to expand and extend the service up to all Ontario lawyers, so that a more complete registry of wills can be established in the province, in order to better help lawyers and their clients find missing wills.

This Committee will advise CCLA staff in the ongoing development, evaluation, improvement, and promotion of the Will Check service and website. While unique to the CCLA in respect of being an advisory committee, this group will still adhere to all CCLA policies with regard to committees, such as the Committee and Communication Policy and the CCLA Committee Members' Code of Conduct.

ROLE OF THE WILL CHECK ADVISORY COMMITTEE

The role of the Will Check Advisory Committee is as follows:

- Provide insights to the CCLA staff team regarding lawyer/user interests, technical advice, and other relevant initiatives
- Assist with resolving issues, risks, and legal compliance
- Use influence and authority to assist the project in achieving its outcomes
- Communicate about the project in their organizations

RESPONSIBILITIES OF THE ADVISORY COMMITTEE CHAIR

The Advisory Committee Chair will be a library staff member from the CCLA.

The responsibilities of the Advisory Committee Chair are as follows:

- Sets the agenda for each meeting
- Ensures that agendas and supporting materials are delivered to members in advance of meetings
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda items and keeping all meetings to two hours or less
- Encourages broad participation from members in discussion by calling on different people
- Ends each meeting with a summary of advice provided and assignments
- Follows up with consistently absent members to determine if they wish to discontinue membership
- Finds replacements for members who discontinue participation

RESPONSIBILITIES OF ADVISORY COMMITTEE MEMBERS

Rick Haga	Member – <i>Ex Officio</i>	CCLA

FREQUENCY OF MEETINGS

The Advisory Committee will meet at least twice yearly, and if an exceptional circumstance arises, more frequently as needed.

AGENDA, MINUTES, AND SUPPORTING MATERIALS

A package will be sent to members three to five business days in advance of an Advisory Committee meeting.

This package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- A progress report for Will Check
- Documents / information to be considered at the meeting

ACCOUNTABILITY & REPORTING

Following the *CCLA’s Committee and Communication Policy*, the Advisory Committee is accountable to the CCLA Executive. The reporting obligations of the Advisory Committee may, at the CCLA Executive’s discretion, be delegated from time to time to the Executive Director, the President, the Executive Committee, another Committee of the Board, or one or more of the foregoing.

VACANCIES

The Advisory Committee must, in any recommendation to fill a vacancy, honour as closely as possible the membership criteria as set out in the *CCLA Committee and Communications Policy*, including, in particular, the commitment of the CCLA to diversity in committee memberships, as set out in subparagraph (iv) of the Vacancies section of the Policy.

DECISION MAKING PROTOCOL

The Advisory Committee shall make every reasonable effort to make decisions by consensus and, in all other respects, in accordance with the *CCLA Committee and Communication Policy*.

CONDUCT & COMMUNICATIONS

Each Advisory Committee member, upon becoming a member of the Advisory Committee, agrees to be bound by any CCLA Committee-approved policy, including but not limited to the Committee and Communication Policy and the *CCLA Committee Members’ Code of Conduct* posted on the CCLA website.