

Terms of Reference – History Committee

- (A) Purpose.** The ISTR History Committee is constituted as an ad hoc Committee to assist the Board in maintaining the institutional memory and legacy of ISTR.
- (B) Constitution.** The ISTR History Committee is established or dissolved by the Society’s Board by action at a Meeting.
- (C) Composition.** The ISTR History Committee consists of four to six members, including: the Board member responsible for the History Project, a long-standing member who has held senior positions in ISTR (i.e. Past President, Executive or Board member), and two to four members of the Society, selected for no more than two years by the Society’s Board considering their knowledge of historical methods and aims. The Committee will be chaired by the Board member responsible for the History Project; they may request a Committee member to act as chair when she or he is absent.
- (D) Powers and responsibilities.**
- (i) The ISTR History Committee, unless limited in a resolution of the Board, has the power and responsibility to:
 - 1) In respect of supporting the retention of the institutional memory and legacy of ISTR: to document the vision for the ISTR history (including the oral history as below) in order to advise the Executive Director and ISTR Board as to further actions required and develop a concept and plan for publishing materials on the Society’s website and how best to bring this project to the attention of interested researchers;
 - 2) In respect of the oral history project: to process the interviews already undertaken, develop clear guidelines on future oral history interviewees, taking into consideration the need to document the Society’s early years of ISTR, and people and periods of strategic importance, arrange such interviews and process them including such material within the publication plan in D(i)(1) above;
 - 3) Volunteer and engage others where necessary in to carry out the tasks assigned to it in D(i)(1 & 2);
 - 4) Develop grant proposals, such as for the Rockefeller Archive Center Research Stipend, to support the retention of the institutional memory and legacy of ISTR including the compilation of ISTR archived material and to prepare material that could be shared on the ISTR website.;
 - 5) Request the Society’s Finance Committee to support grant applications for necessary funding to carry out its tasks; and
 - 6) Prepare and approve notes of its meetings as a record of its decisions;
 - (ii) All actions of the ISTR History Committee must be consistent with the Bylaws of the Society and any relevant policies adopted by the Board or the Executive Committee.
- (E) Limitations on Committee Powers.**
- The ISTR History Committee may not:
- (i) adopt a policy or administrative procedure without the approval of the Board;
 - (ii) incur any debt or other obligation on behalf of the Society without the approval of the Board;
 - (iii) engage in or recommend any policy of action in violation of the Society’s policy on conflicts of interest; or
 - (iv) permit or allow any member of the Society or other person or firm to misuse any asset or other resource of the Society to the Society’s detriment.

(F) Meetings.

- (i) A meeting of the ISTR History Committee may be called at any time by the Committee Chair, or any two members of the Committee. The Committee may meet in person at any convenient location or by use of any electronic communications facility that permits all attendees to participate fully in the Committee's discussion, deliberations and (as permitted) voting.
- (ii) The Chair may invite, with the concurrence of the Committee, any person (whether or not a member of the Society) to participate in all or part of any of its meetings. With the approval of the Executive, the Finance Committee may authorize reimbursement such person's necessary expenses related to participation.
- (iii) The ISTR History Committee's sessions are not expected to be public, but notes must be kept and provided to the Board (see I below).

(G) Voting and Quorum.

- (i) There is no requirement for votes to be taken, nor a set quorum.

(H) Notice. Notice of meetings of the ISTR History Committee is sent to each member at least 7 days prior to the meeting. When less than 7 days' notice has been given for any meeting, a member of the Committee may, but is not required to, insist that the meeting be rescheduled so as to assure a minimum of 7 days' notice.

(I) Reports. The ISTR History Committee should report at all regular Board meetings of the Society, including providing notes of meetings held between Board meetings.