

AKWESASNE HERITAGE ARCHIVAL ADVISORY COMMITTEE

Members include:

- Darren Bonaparte, Tribal Historic Preservation Officer, Saint Regis Mohawk Tribe (SRMT)
- Lillian Benedict Barton, Program Director, Records Management Department, SRMT
- Sheree Bonaparte, Museum Coordinator, Akwesasne Cultural Center
- Glory Cole, Library Director, Akwesasne Cultural Center
- Bula Hill, Administrator, Mohawk Nation Council of Chiefs
- Donna Roundpoint, Manager, Executive Services, Mohawk Council of Akwesasne
- Raeann Adams, Community Planner, Office of Economic Development, SRMT
- Gail Mc Donald, Heritage Complex Project Developer, SRMT
- Youth and Elder representation

Terms of Reference

The Heritage Archival Advisory Committee

The Heritage Archival Advisory Committee is an ad hoc, special purpose Committee assembled to guide the development of the community archival and documentation repository needs and provide recommendations to the protection of objects, artifacts, archeological, ethnographic, cultural and sacred objects and materials determined to be housed in the Archive Facility in the Akwesasne Heritage Complex.

Purpose

The Saint Regis Mohawk Tribe is in the process of planning and developing an Akwesasne Heritage Complex facility which will comprise a new library, museum, archive and welcome center. This new Complex will provide the necessary and adequate space to house our historical documents, artifacts, heritage and cultural knowledge and materials. The Akwesasne Heritage Complex of facilities will serve as a repository of knowledge to preserve and share with our community and the public.

The Archival Heritage Advisory Committee will provide recommendations to support the development of the archival and documentation repository needs within the Archive Facility in the Heritage Complex. This process will evolve over several years.

Scope

This special committee will bring together community expertise and representation to help strategically guide the identification, collection, source, documentation, protection, preserving and gathering of Akwesasne's historical, political, economic, social and cultural materials and making them accessible where appropriate. The Committee will also examine issues of policy, procedure, best practices, issues of ownership, trust, stewardship and care.

To assist in this development, the Committee will build upon the work of 2011 report entitled "Ionkwaio'te senha aioianerenhakie "We are working toward better things to come" – a New Home for the Material culture and documents of the Akwesasne Mohawk People".

Authority

The Advisory Committee will provide guidance and recommendations through the Heritage Complex Project Developer, the Akwesasne Tourism Working Group and to their individual representative organizations. The Advisory Committee will have no decision-making authority.

Membership

The Advisory Committee will be comprised of representatives from:

- Saint Regis Mohawk Tribe – Tribal Historic Preservation Office and Records Management Department.
- Mohawk Nation Council of Chiefs – Coordination office.
- Mohawk Council of Akwesasne – Executive Services and Archives Divisions
- Akwesasne Cultural Center – Library and Museum
- Akwesasne Tourism Working Group – Chairperson
- Youth and Elder representatives
- Other community organizations with interest in historical preservation

Members will be invited to participate based on their role and responsibility within the respective community organizations and governmental offices.

Meeting arrangements

The Advisory Committee will meet monthly. Meetings will be coordinated through the Tribe's Office of Economic Development Cultural Tourism Office. The meetings will be convened at various location in the community hosted by the member organizations. The meeting agendas will be developed, circulated in advance by a Project Coordinator who will also provide summary minutes, action items and follow up communications and actions. Committee communications and correspondence will be distributed through email. Members may participate in meetings via teleconference upon advance notification.

Reporting

The Advisory Committee will prepare reports that will be circulated to the respective member organizations and in public reports and presentations as may be required. Report formats will vary depending on target audience. Reports will be provided to support the archive facility developments with respect to space/office requirements, special archival equipment and facility infrastructure and policy development.

Resources and Budget

The Advisory Committee will be supported by a part time Project Coordinator who will be devoted to assisting in the coordination of tasks and responsibilities in meeting the Advisory Committee strategic objectives. The Project Coordinator will be located in the Tribe's Office of Economic Development in office space and resources to be made available to support this part time position. Through grant funding anticipated, there will be minimal resources for staffing, office supplies and local travel. At this time, there is no consulting dollars available to support the Committee. Additional financial resources will be researched and sought after to support this important development.

Deliverables

The Advisory Committee will provide recommendations for the archival space requirements in the Heritage Complex. The Committee will also recommend policy, procedure and best practices for the acquisition, assembly, care, preservation, documentation and to make materials accessible through the Archive Facility. The Committee will also review and make recommendations on issues of ownership, trust, access, stewardship and care.

Review

The Terms of Reference for the Heritage Archive Advisory Committee will be reviewed on an annual basis.

January 2020