**AABC Programs Committee Terms of Reference**

**Type:**Standing Committee established by the Bylaws Section VII.

**Mandate:**To develop and co-ordinate programs, including but not limited to education, preservation, and network services, for all levels of the membership (Bylaws). To assist the Vice-President with management of contractors and annual planning for the services. Ensure the services' objectives are met, budgets are developed and followed, and policies and procedures are developed, implemented, and revised as required.

**Membership:** Vice-President - Chair, ex-officio. At least two but not more than six members, who will be AABC members in good standing.

**Method of Appointment:** Approval by the Executive Committee.

**Terms of Office:** The Vice-President will serve for the length of their term. Members will serve two-year terms with re-appointment upon approval by the Executive Committee.

**General Procedures:** The Committee will meet at the call of the Chair, at a minimum once annually.