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# RESEARCH ADVISORY COMMITTEE TERMS OF REFERENCE **RIMPA GLOBAL**

RECORDS AND INFORMATION MANAGEMENT  
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information  
Management Profession.

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## 1 Document Control

VERSION	DATE	AUTHORS	APPROVAL	COMMENTS
1.0	23 June 2025	2024 RIMPA Hackathon Team		Document prepared by 2024 Hackathon team: Alicia Slamkovic, Debra Menzies, John Cox, Louise Curham, Machel Tennent
1.1	26 June 2025	CEO		Feedback from Board members and OWL Group

## 2 Effective Date, Review, and Amendments

The Terms of Reference (ToR) is effective from 01 July 2025 and is reviewed every two years.

This ToR may be amended, varied, or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board.

## 3 Purpose

The purpose of this Terms of Reference is to identify the objectives, responsibilities, and operation of the Research Advisory Committee (the group) for RIMPA Global.

## 4 Purpose of the Research Advisory Committee

The RIMPA Research Advisory Committee (RIMPA RAC) is responsible for advising the RIMPA Board on research-related matters, including the development and evaluation of funding frameworks, and identifying key research priorities and opportunities within the sector. Specifically, the Committee will:

- **Research Grant Allocation:** establishing assessment criteria, providing guidance on applicant eligibility, and evaluating applications to recommend successful recipients.

- **Research Priorities and Gaps:** identifying and evaluating significant areas of research activity within the sector, determining research priorities that align with national and international needs, and identifying gaps that require further exploration.
- **Sector Trends and Opportunities:** Advise on emerging research trends, issues, and opportunities relevant to the records and information management sector globally.
- **Research Policy and Infrastructure:** Respond to policy consultations and changes in research infrastructure, funding models, or sector-related frameworks that may impact RIMPA’s research efforts.
- **Collaborative Research:** Recommend opportunities for interdisciplinary and cross-sector collaboration, including partnerships with academic institutions, government, and industry, to enhance research outcomes and sector impact.
- **Research Translation and Impact:** Provide input on how RIMPA communicates and applies research findings, ensuring knowledge translation delivers practical value to practitioners, policymakers, and other stakeholders.

In addition, the Committee may be asked to advise on:

- Specific research topics and reports
- Research proposals and activities for RIMPA
- RIMPA’s responses to consultations

## 5 Term of the Research Advisory Committee

Members may serve a maximum of two (2) consecutive terms, each lasting three (3) years. Following this period, members must step down for a minimum of three (3) years before being eligible for reappointment to the RIMPA RAC.

## 6 Responsible Portfolio

The Research Advisory Committee supports the Governance portfolio.

## 7 Authority

The CEO authorises the Research Advisory Committee within the scope of its responsibilities, to:

- perform activities to undertake the purpose of the group.
- investigate any activity within its terms of reference.
- seek information as required from:
  - RIMPA Global employees

- RIMPA Global members
- partner organisations (ARMA, ALIA, ASA)-via a RIMPA Global email account
- external parties-via a RIMPA Global email account

The group can endorse and recommend solutions but does not have any final decision-making power.

## 8 Organisation

### 8.1 Membership

The Research Advisory Committee will be agreed upon by the group by a majority vote.

The Secretariat will be the RIMPA Global Information and Content Specialist.

The Research Advisory Committee consists of at least 6 and no more than 11 members.

RIMPA RAC will elect one member as Chair or two (2) members as Co-Chairs. The maximum term for a Chair is six (6) years.

To achieve its objectives, the Committee is comprised of a mix of diverse skills, expertise, and backgrounds.

#### Core Members (6)

- Academic Representative – a university academic with sector expertise.
- RIMPA Board Member
- RIMPA CEO
- Technology Specialist – an expert in emerging technologies such as AI, blockchain, or digital preservation relevant to IM research.
- Legal & Ethics Advisor – member who brings expertise in data privacy, records compliance, and ethical considerations in IM research.
- Funding/Finance Officer – member with finance experience to assist with budget oversight, grant allocations, and financial governance.

#### Non-Core Members

- End-User Representative – a practitioner who regularly deals with IM challenges and can provide practical insights.
- Government Representative – a senior officer from a government agency with information policy responsibility (e.g., CAARA member).
- International Representative – a representative from an international IM body.
- Community or Public Engagement Specialist – If the fund supports public-facing research, representative with expertise in citizen engagement and public policy.
- Student – RIMPA Student member
- Industry expert – a representative with IM expertise from industry relevant to IM research

## 8.2 Appointment and Resignations

Members may be appointed at any time through a majority vote of the committee.

Members may resign by notice to the Chair at any time.

Where a member resigns and they have recognised responsibilities, the Chair will reassign to another member.

## 8.3 Meeting Protocol

Meetings are to be held as required.

All meetings can be held on-line.

The Chair may invite guests as it deems necessary to attend and advise at meetings.

A quorum for any meeting will be the Chair or proxy and any one member.

## 8.4 Meeting Agenda

Ordinary meeting agenda should include:

- Conflict of interest
- Actions from previous minutes
- Apologies
- other standing items.

## 8.5 Voting Procedures

A motion raised during a meeting is considered successful when it is supported by a majority of members present at the meeting.

Where a motion is not supported by majority vote, it is considered unsuccessful.

In the case of an equality of votes, the chair has the casting vote.

# 9 Roles and Responsibilities

## 9.1 Portfolio Lead

Is responsible for:

- overseeing committee governance.
- reporting outcomes to the board.

## 9.2 CEO

Is responsible for:

●●●●●●●●●●

- managing budget requirements where applicable
- publishing the approved annual schedule of events
- providing the escalation point for all matters.

### 9.3 Chair

Is responsible for:

- scheduling committee meetings
- setting the agenda
- reporting to the CEO on approved motions

### 9.4 Secretariat

Is responsible for:

- scheduling committee meetings as advised by the Chair
- taking note of actions and tasks
- following up on outstanding actions or tasks
- updating the CEO on progress

### 9.5 Research Advisory Committee Members

Are responsible for:

- Co-developing activities to support the agreed strategies and goals
- Attending Committee meetings
- Enjoy the experience and camaraderie.

