

**Education Committee**

**Terms of Reference**

*31/05/2025*

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**DOCUMENT CONTROL**

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**AMENDMENT, MODIFICATION OR VARIATION**

1. This Terms of Reference is effective from *31/05/2025* and is to be reviewed every two years.

# **Purpose**

The Education Committee is established to advance the professional standing and visibility of Records and Information Management (R&IM) through education, advocacy, and collaboration. The committee will focus on strengthening education pathways, promoting career opportunities in R&IM, aligning skills development with industry needs, and removing barriers to practical experience for students and early-career professionals.

# **OBJECTIVES of the COMMITTEE**

The committee’s objectives are to:

* **Increase the Visibility and Value of R&IM:**
	+ Address standardised language and messaging across sectors.
	+ Recommend marketing campaigns promoting R&IM as a strategic business function.
* **Influence Key Stakeholders on the Importance of Higher Education in R&IM:**
	+ Define and communicate the business value of strong IM practices.
	+ Create targeted campaigns for stakeholder groups, including tailored micro-courses and cross-discipline webinars.
	+ Establish partnerships with allied associations such as DAMA, ALIA, ASA, and InfoGovANZ to promote IM education.
* **Enhance Access to Educational Resources and Practical Experience:**
	+ Develop a centralised student resource portal in collaboration with SAI Global and other standards organisations.
	+ Establish a host organisation register for student placements and practicums.
	+ Create standardised practicum guidelines to ensure meaningful placement experiences.
	+ Promote the benefits of hosting students to businesses and government agencies.
* **Ensure RIMPA Offers Relevant and Evolving Educational Opportunities:**
	+ Assess member needs and emerging industry trends to inform the development of new educational offerings.
	+ Regularly review the relevance and quality of RIMPA’s existing training programs, certifications, and learning pathways.
	+ Identify opportunities to partner with reputable training vendors, technology providers, and subject matter experts to deliver high-value education and professional development.
	+ Ensure all offerings cater to varying experience levels—from entry-level to expert.

# **Term of the working group**

The Education Committee will operate on a rolling two-year term, with a formal review of its Terms of Reference and performance every two years.

# **Responsilbe Portfolio**

Industry Education

# **Authority**

The CEO authorises the Education Committee

* Undertake activities that support its objectives.
* Seek information from RIMPA Global employees, members, and partner organisations.
* Endorse and recommend solutions, but final decision-making remains with the RIMPA Board.

# **Organisation**

## Membership

* Chair (elected by committee members)
* Secretariat (RIMPA Global staff member)
* At least 3 and no more than 8 committee members, including:
* Education Port Folio Lead (Mandatory)
* RIMPA Global Ambassador (Mandatory)
* RIMPA Global Staff or CEO (Mandatory)
* Industry Representatives
* Education Sector Representatives
* Partner Organisation Representatives

Committee members should have:

* An understanding and passion for R&IM education and training
* Networks or relationships with tertiary and secondary education providers,
* a commitment to providing excellent and informative outputs
* good communication skills
* a demonstrated high level of emotional quotient
* the ability to understand the perspectives and experiences of others

## Structure

## Appointment and resignations

* Committee members may be appointed at any time through a majority vote of the committee.
* 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.

## Meeting protocol

* Meetings are to be held as required.
* The Chair may invite guests as they deem necessary to attend and advise at meetings.
* A quorum for any meeting will be the Chair or proxy and any one member.

## 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 equality votes, the chair has the casting vote.

# **Roles and Responsibilities**

## Portfolio lead

Is responsible for:

* Overseeing committee governance.

## CEO or Business Development Manager

Is responsible for:

* managing budget requirements where applicable
* providing the escalation point for all matters.

## Chair

Is responsible for:

* scheduling committee meetings
* setting the agenda
* reporting to the CEO and Board on approved motions

## 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

## Working Group members

Are responsible for:

* Collaborate to achieve objectives.
* Engage with industry and education partners to advance committee initiatives.
* Develop and document outcomes, including research and educational materials.
* Attend meetings and contribute to discussions in a timely and respectful manner.