



---

# **DIVERSITY AND INCLUSION COMMITTED DIVERSITY AND INCLUSION TERMS OF REFERENCE RIMPA GLOBAL**

RECORDS AND INFORMATION MANAGEMENT  
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information  
Management Profession.

## Contents

1	Document control.....	3
2	Effective date, review, and amendments .....	3
3	How to use this document.....	<b>Error! Bookmark not defined.</b>
3.1	Creating a new document .....	<b>Error! Bookmark not defined.</b>
3.2	Draft the Terms of Reference .....	<b>Error! Bookmark not defined.</b>
3.3	Setup for review.....	<b>Error! Bookmark not defined.</b>
4	Purpose .....	3
5	Purpose of the Title .....	3
6	Term of the Title .....	4
7	Responsible Portfolio .....	4
8	Objectives .....	4
9	Authority.....	5
10	Organisation .....	5
10.1	Membership .....	5
10.2	Structure.....	6
10.3	Appointment and resignations .....	6
10.4	Meeting protocol .....	6
10.5	Voting procedures .....	6
11	Roles and Responsibilities .....	7
11.1	Portfolio lead .....	7
11.2	CEO .....	7
11.3	Chair.....	7
11.4	Secretariat .....	7
11.5	Committee or Working Group (select one) members .....	8

## 1 Document Control

VERSION	DATE	AUTHORS	APPROVAL	COMMENTS
0.1	08 July 2025	Sandra Ennor		
0.2	08 July 2025	Nancy Taia		Revisions
0.3	09 July 2025	Anne Cornish		Revisions
1.0	26 August 2025	Sandra Ennor		Request for approval

## 2 Effective Date, Review, and Amendments

The Terms of Reference (**ToR**) is effective from 28 Aug 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 Diversity and Inclusion (the group) for RIMPA Global.

## 4 Purpose of the Diversity and Inclusion

The Diversity and Inclusion has been established to:

- Recognise a diverse group of communities which include, but are not limited to:
  - Age diversity
  - Gender or sexual orientation
  - Physical or mental abilities
  - Race, cultural or ethnic backgrounds
  - Religious or faith groups
  - Socioeconomic, geographic, or regional inclusion
- Ensure all RIMPA programs, events, resources and governance structures are inclusive and culturally respectful.
- Manage, coordinate and encourage Diversity and Inclusion member recognition.
- Reinforce RIMPA Global engagement with relevant stakeholders on matters including, but not limited to:
  - Embedding perspectives into records and information management and/or understanding the risks involved with compromising or not including these perspectives

- Assisting with recordkeeping research that may be taking place
- Locally appropriate events or initiatives
- Advise on policy and consultation strategies
- Ensuring better access and engagement for employees, clients and community members (e.g. via records and information management employment services or community run programs related to records and information management)
- Increase understanding for stakeholders of RIMPA Global to ensure individual and/or group representation is incorporated into RIMPA Global strategies, outcomes and communications.

## 5 Term of the Diversity and Inclusion

The term of the Committee is one year.

The term of the Diversity and Inclusion is not limited to a defined period, and members will be replaced based on natural attrition.

## 6 Responsible Portfolio

The Diversity and Inclusion supports the Social and Environmental Programs portfolio.

## 7 Objectives

The Diversity and Inclusion will:

- Create an environment where all members feel respected, valued and safe to contribute.
- Establish, review and where required, update established criteria for nominating community groups to be involved with RIMPA Global.
- Increase the visibility and participation of underrepresented groups in the records and information management profession.
- Build strategic relationships with groups that support diversity and inclusion within the profession and broader workforce.
- Develop strategies to increase membership, incorporate diversity in RIMPA Global events, programs or initiatives and promote understanding and engagement with a diverse group of communities.
- Support entry pathways and leadership development for diverse and emerging professionals.
- Develop a database of members or representing groups that can form an ally relationship with RIMPA Global to provide understanding of how to incorporate diversity and inclusion goals within the records and information management profession.
- Measure, report and influence RIMPA Global’s progress toward meaningful diversity and inclusion.

## 8 Authority

The CEO authorises the Diversity and Inclusion 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.

## 9 Organisation

### 9.1 Membership

The Diversity and Inclusion will be agreed upon by the group by a majority vote.

The Secretariat will be the RIMPA Global Member Engagement Manager.

The Diversity and Inclusion consists of at least 5 and no more than 7 members.

The Diversity and Inclusion's members can be:

- Members of all levels
- Vendors
- External Experts
- Life Members
- Board Members
- Portfolio Leads
- RIMPA Global Staff Members
- Consultants
- Sponsors
- Ambassadors
- CEO
- Additional members may be appointed as required.

The Portfolio Lead may participate as a member of the group.



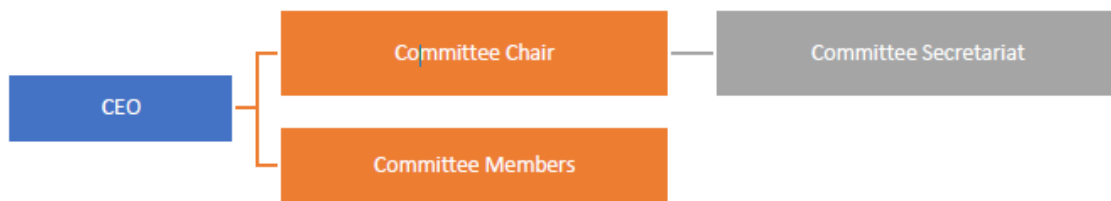
The group will include the following roles:

- Chair
- Secretariat
- Insert other roles as required

Group members should have:

- a good insight into industry trends
- relationships with knowledge experts in many areas of information management
- a commitment to providing excellent and informative events
- knowledge of training and higher education practices and approaches
- good communication skills
- a demonstrated high level of emotional quotient
- the ability to understand the perspectives and experiences of others

## 9.2 Structure



## 9.3 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.

## 9.4 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.

## 9.5 Meeting Agenda

Ordinary meeting agenda should include:

●.....

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

## 9.6 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.

## 10 Roles and Responsibilities

### 10.1 Portfolio Lead

Is responsible for:

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

### 10.2 CEO

Is responsible for:

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

### 10.3 Chair

Is responsible for:

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

### 10.4 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

## 10.5 Diversity and Inclusion Members

Are responsible for:

- Establishing and assessing engagement, involvement and/or project documentation
- Developing tools or structures to assess engagement or involvement where required
- Assessment of programs that may be established to accommodate different groups or stakeholders
- Attending Committee meetings

