RIMPA GLOBAL

Diversity & Inclusion Committee Terms of Reference

Aug 2025

RECORDS AND INFORMATION MANAGEMENT PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information Management Profession

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DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
0.1	8/07/2025	Sandra Ennor		
0.2	8/07/2025	Nancy Taia		Revisions
0.3	9/07/2025	Anne Cornish		Revisions
1.0	26/08/2025	Sandra Ennor		Request for approval

AMENDMENT, MODIFICATION OR VARIATION

(a) This Terms of Reference is effective from 26/08/2025 and is to be reviewed every two years.

1 PURPOSE

The purpose of this document is to identify the objectives, responsibilities and operation of the Diversity and Inclusion Committee for the Records and Information Management Practitioners Alliance – RIMPA Global.

2 PURPOSE OF THE COMMITTEE

The Committee 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.

3 TERM OF THE COMMITTEE

The term of the Committee is one year.

4 RESPONSIBLE PORTFOLIO

The Diversity and Inclusion Committee is aligned to the Social and Environmental Programs Portfolio.

5 OBJECTIVES

The Committee 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.

6 AUTHORITY

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

- Perform activities to undertake the purpose of the committee
- Seek information as required from:
    - RIMPA Global employees
    - RIMPA Global members
    - Partner organisations (ARMA, ALIA, ASA)
    - External parties
- The Committee has no financial decision-making power

7 ORGANISATION

7.1 Membership

The Committee will consist of at least five and no more than seven members, from all levels of the RIMPA Global membership

The Portfolio Lead may participate as a member of the committee

The Committee Chair will be agreed upon by the Committee as a majority vote

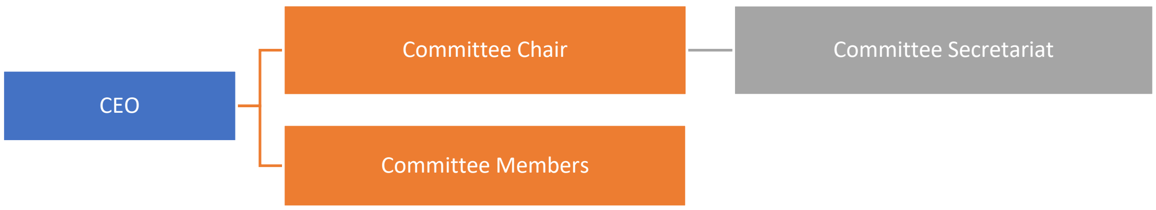
The Committee Secretariat will be the representative from the RIMPA Global Membership Engagement Department

Additional members may be appointed as required

Committee members should have:

- A good insight into community and industry trends
- Relationships with knowledge experts in many areas of records and information management
- Good communication skills
- A demonstrated high level of emotional quotient, the ability to understand perspectives and experiences of others

7.2 Structure



7.3 Appointment and Resignations

Committee members may be appointed at any time throughout the Committee year.

Committee members may resign by notice to the Committee Chair at any time.

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

7.4 Meeting Protocol

Meetings are to be held as required with an emphasis on the review and need of individuals and/or groups involved within a particular cycle.

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

A quorum for any meeting will be the Chair and any two members.

7.5 Voting Procedures

A motion raised during a meeting is considered successful when it is supported by 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.

Recommendations are only presented to the Portfolio Lead (if not a Committee member) and CEO when the motion is successful and/or if required to be presented to the Board for decision.

8 ROLES AND RESPONSIBILITIES

8.1 Portfolio Lead

The Portfolio lead is responsible for:

- Overseeing committee governance
- Reviewing final recommendations for action or outcome

8.2 CEO

- Managing budget requirements (if required)
- Providing the escalation point for all matters of the committee

8.3 Diversity and Inclusion Committee Chair

The Diversity and Inclusion Committee Chair is responsible for:

- Setting the agenda
- Reporting to the Portfolio Lead (if not a Committee member) and CEO on approved motions (when required)

8.4 Diversity and Inclusion Committee Secretariat

The Diversity and Inclusion Committee Secretariat is responsible for:

- Scheduling Committee meetings
- Taking minutes of meetings
- Following up on outstanding actions or tasks
- Updating communications where required
- Distribution of surveys to the RIMPA membership (if required)
- Assisting with uploading to and managing of relevant MS Teams site

8.5 Diversity and Inclusion Committee Members

The Diversity and Inclusion Committee 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