



ENVIRONMENTAL 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 |
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2 Effective Date, Review, and Amendments

The Terms of Reference (**ToR**) is effective from 01 January 2026 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 of the Environmental Committee

The purpose of this document is to outline the Terms of Reference under which the RIMPA Environmental Sustainability Committee (RESC) will operate, providing a clear framework for its functions, responsibilities, and authority.

The Environmental Sustainability Committee (RESC) will assist RIMPA Global reduce environmental impacts through such measures as energy efficiency, waste reduction, and sustainable sourcing. Given RIMPA Global’s overarching purpose of advancing the practice of information management worldwide, the Committee will focus on environmental issues relating to information management practices.

4 Term of the Environmental Committee

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

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

The Environmental Committee will conclude after one year of operation or when all objectives are complete, whichever is sooner.



5 Responsible Portfolio

The Environmental Committee supports the Social and Environmental Programs portfolio.

6 Objectives

The Environmental Committee will:

- **Champion environmental responsibility and sustainability:**
 - Assist RIMPA Global position itself as a champion of promoting environmentally sustainable information management practices.
 - Engage and collaborate within the wider community to raise awareness and identify ways of reducing the environmental impact of information management.
 - Lead by example by recommending environmentally sustainable information management practices within RIMPA Global.
 - Promote the benefits of implementing environmentally sustainable information management practices at work and home.
- **Encourage research and innovation in the field of digital decarbonisation:**
 - Identify ways of encouraging research, including through liaison with RIMPA Global's Research Advisory Committee (RAC).
 - Establish partnerships with allied associations such as the ASA, ALIA, and ARMA to determine and collaborate on research, innovation and action.
 - Liaise with suppliers of technological solutions to identify the latest developments in the field.
- **Identify resources and practical methods:**
 - Identify relevant resources and establish a means of providing access for RIMPA Global members and other stakeholders.
 - Promote and create the sharing of experience, resources and ideas, such as through an Environmental Sustainability-related Community of Practice.

Measure and review performance:

- Monitor progress and achievements and report regularly to internal and external stakeholders.

7 Authority

The CEO authorises the Environmental 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 Environmental Committee will be agreed upon by the group by a majority vote.

The Secretariat will be the RIMPA Global Member Engagement Manager.

The Environmental Committee consists of at least 3 and no more than 6 members.

The Environmental Committee's members can be:

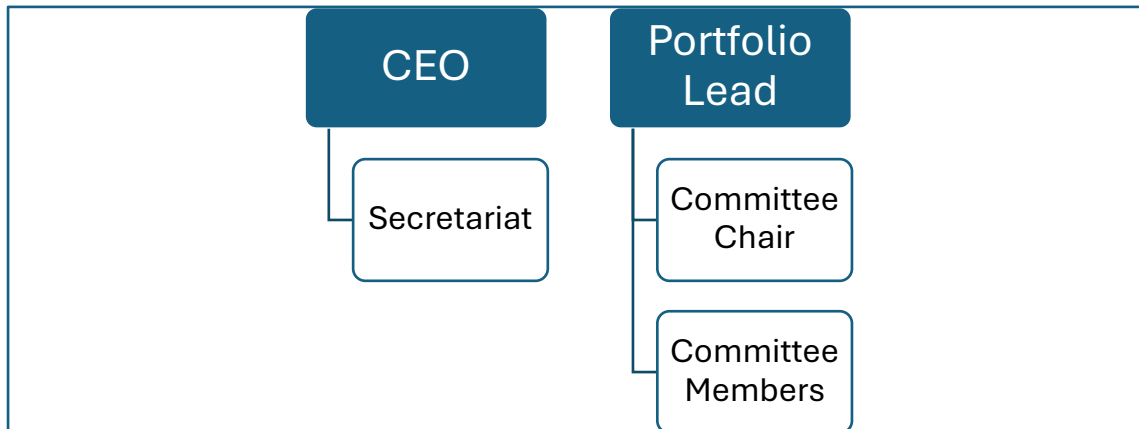
- Joint Lead - Social Responsibility Portfolio (Environmental Sustainability) (Mandatory)
- RIMPA Global Ambassador (Mandatory)
- RIMPA CEO or delegate (Mandatory)
- Environmental Sector Representative
- Partner Organisation Representative

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

Committee members should have:

- an understanding and passion for environmental sustainability in relation to information management practices.
- a commitment to providing excellent and informative outputs.
- good communication skills.
- the ability to understand the perspectives and experiences of others.

8.2 Structure



8.3 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.

8.4 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.

8.5 Meeting Agenda

Ordinary meeting agenda should include:

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

8.6 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.

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 Environmental Committee Members

Are responsible for:

- collaborating to achieve objectives.
- engaging with stakeholders to advance committee initiatives.
- developing and documenting outcomes.



- attending meetings, contributing to discussions and responding to requests from the Chair in a timely and respectful manner.

