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# **ENVIRONMENTAL SUSTAINABILITY COMMUNITY OF PRACTICE 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
0.1	18 June 2026	Tynelle Spinner		
1.0				

## 2 Effective Date, Review, and Amendments

The Terms of Reference (**ToR**) is effective from 18 June 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

The purpose of the Environmental Sustainability Community of Practice is to provide a collaborative forum for professionals with a shared interest in to connect, share knowledge, discuss challenges and opportunities, and advance good practice within the profession.

The Community of Practice supports RIMPA Global's purpose of advancing the practice of information management worldwide by fostering collaboration, professional development, innovation, and the exchange of ideas and experiences.

## 4 Objectives

The objectives of the Environmental Sustainability Community of Practice are to:

- Foster collaboration and networking among practitioners with a shared interest in the topic area.
- Facilitate the sharing of knowledge, experiences, lessons learned, resources, and practical solutions.
- Promote discussion of emerging trends, challenges, technologies, and opportunities relevant to the profession.
- Encourage research, innovation, and thought leadership within the Community of Practice area.
- Identify and share relevant resources and practical methods that support members and stakeholders.
- Support professional development and lifelong learning.

- Promote engagement and collaboration across the broader RIMPA Global community.
- Monitor emerging issues and provide feedback, insights, and recommendations to RIMPA Global where appropriate.

## 5 Authority

The RIMPA Global Board authorises the Community of Practice to:

- Undertake activities that support its objectives.
- Facilitate meetings, presentations, discussions, and collaborative initiatives.
- Seek information and feedback from members, stakeholders, and subject matter experts.
- Share knowledge, resources, and industry insights.
- Develop recommendations and ideas for consideration by RIMPA Global.

The Community of Practice is advisory in nature and does not have delegated decision-making authority on behalf of RIMPA Global.

## 6 Organisation

### 6.1 Participation

Participation is open to all individuals with an interest in the Community of Practice topic area, including:

- RIMPA Global Members
- Corporate Nominees
- Students
- Subscribers
- Industry stakeholders and invited guests where appropriate

### 6.2 General Participation Expectations

Participants should demonstrate:

- An interest in the Community of Practice topic area.
- A willingness to share knowledge and experiences.
- Respect for diverse perspectives and professional backgrounds.
- A commitment to constructive and professional engagement.

### 6.3 Meeting Protocol

- Meetings will be held as required, typically on a regular schedule determined by the Lead.
- Meetings may be conducted online or in person.

- The Lead may invite guest speakers, subject matter experts, partners, or stakeholders to contribute to meetings.
- Meeting outcomes, resources, and actions may be shared with participants following meetings.
- The Community of Practice operates as a collaborative forum and generally seeks consensus rather than formal voting.

## 7 Roles and Responsibilities

### 7.1 Structure

The Community of Practice will generally consist of:

- Community of Practice Lead (Mandatory)
- Community of Practice Co-Lead(s) (Optional)
- RIMPA Global Ambassador(s) (Preferred)
- RIMPA Global Secretariat
- Community Participants

### 7.2 Community of Practice Lead

The Lead is responsible for:

- Providing leadership and direction for the Community of Practice.
- Scheduling meetings and activities.
- Developing meeting agendas and discussion topics.
- Facilitating meetings and encouraging participation.
- Liaising with RIMPA Global staff and stakeholders.
- Supporting achievement of the Community of Practice objectives.

### 7.3 Community of Practice Co-Lead

The Co-Lead is responsible for:

- Supporting the Lead in the delivery of Community of Practice activities.
- Assisting with meeting facilitation and planning.
- Acting on behalf of the Lead when required.

### 7.4 Community of Practice Secretariat

The Secretariat is responsible for:



- Supporting meeting administration and logistics.
- Managing registrations and communications.
- Maintaining Community of Practice records and resources.
- Supporting promotion and participant engagement.
- Following up on actions where required.

## 7.5 RIMPA Global Team

Is responsible for:

- Scheduling meetings as advised
- Attending meetings.

## 7.6 Environmental Sustainability Community of Practice Participants

Participants are responsible for:

- Contributing to discussions and activities.
- Sharing knowledge, experiences, resources, and ideas.
- Supporting collaboration and professional engagement.
- Respecting differing viewpoints and experiences.
- Acting in accordance with RIMPA Global values, policies, and professional standards.