



EDUCATION COMMITTEE 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	Amendment, Modification or Variation	3
3	Purpose	4
4	Objectives of the Committee	4
5	Term of the Working Group.....	4
6	Responsible Portfolio	5
7	Authority.....	5
8	Organisation	5
8.1	Membership	5
8.2	Structure	5
8.3	Appointment and Resignations.....	6
8.4	Meeting Protocol.....	6
8.5	Voting Procedures.....	6
9	Roles and Responsibilities.....	6
9.1	Portfolio lead	6
9.2	CEO or Business Development Manager	6
9.3	Chair	6
9.4	Secretariat.....	7
9.5	Working Group Members.....	7

1 Document Control

VERSION	DATE	AUTHORS	APPROVAL	COMMENTS
0.1	14 May 2025	Anne Cornish	RIMPA Global Board	Board Meeting 155
0.2	11 September 2025	Anne Cornish	RIMPA Global Board	Minor amendments
1.0	25 September 2025	Anne Cornish	RIMPA Global Board	Approved

2 Amendment, Modification or Variation

This Education Committee Terms of Reference is effective from 14 May 2025 and is reviewed every two years.

This Education Committee Terms of Reference may be amended, varied, or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board.



3 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.

4 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.

5 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.

6 Responsible Portfolio

The portfolio responsible for this committee is Industry Education.

7 Authority

The CEO authorises the Education Committee to:

- 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.

8 Organisation

8.1 Membership

- Chair (elected by the Board)
- Secretariat (RIMPA Global staff member)
- At least eight and no more than twenty-five 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.

8.2 Structure



8.3 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.

8.4 Meeting Protocol

- Meetings are to be held as required
- The Chair may invite guests as they deem necessary to attend and advise at meetings
- For a meeting to proceed, a quorum will be formed by the Chair (or proxy) together with at least three members
- Meetings will be notified at least one month in advance, with the agenda and supporting documents circulated no later than one week prior to the meeting.

8.5 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.

9 Roles and Responsibilities

9.1 Portfolio lead

Is responsible for:

- Overseeing committee governance.

9.2 CEO or Business Development Manager

Is responsible for:

- Managing budget requirements where applicable
- Providing the escalation point for all matters.

9.3 Chair

Is responsible for:

- Scheduling committee meetings
- Setting the agenda
- Reporting to the CEO and Board 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 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.