



AWARDS 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
0.1	6 Feb 2023	Nancy Taia		Creation
0.2	7 Feb 2023	Anne Cornish		QA
1.0	7 Feb 2023		CEO	Final
1.1	12 Nov 2024	Nancy Taia		Updates 2025 Year
2.0	13 Nov 2024	Anne Cornish	CEO	Approved

2 Effective Date, Review, and Amendments

The Terms of Reference (**ToR**) is effective from 13th November 2024 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 Awards Committee (the group) for RIMPA Global.

4 Purpose of the Awards Committee

The Awards Committee has been established to:

- RIMPA Company Outstanding Achievement (COA) Awards:
 - Criteria management and maintenance
 - Assessment tools management and maintenance
 - Development of annual marketing plan
 - Assessment of nominations

5 Term of the Awards Committee

The term of the Committee is one year, commencing 1 February each year.



6 Responsible Portfolio

The Awards Committee is aligned to the Membership Engagement Portfolio.

7 Objectives

The Awards Committee will:

- Review and where required update established award criteria and nomination process
- Review and where required update established assessment criteria and tools
- Develop strategies to increase nominations in all award categories
- Develop an annual marketing plan in coordination with the Central Office marketing team
- Assess nominations submitted
- If the Portfolio Lead is not a Committee member, the Committee will make recommendations to the Portfolio Lead on the recipients of the COA awards

8 Authority

The CEO authorises the Awards 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.

9 Organisation

9.1 Membership

The Awards Committee will be agreed upon by the group by a majority vote.

The Secretariat will be the RIMPA Global Member Engagement Manager

The Awards Committee consists of at least 5 and no more than 7 members.

The Awards Committee'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.

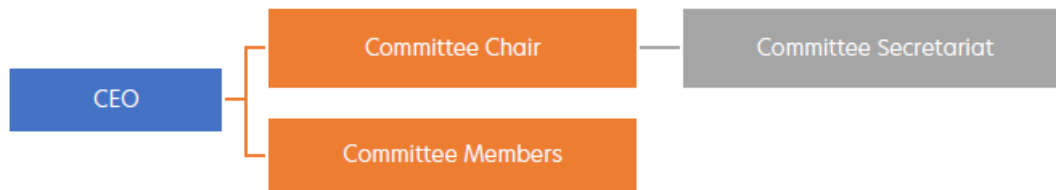
The group will include the following roles:

- Chair
- Secretariat

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 Awards Committee Members

Are responsible for:

- Reviewing award criteria documentation
- Developing tools to assess nominations where required
- Assessment of award nominations
- Attending Committee meetings.