



HIGHER EDUCATION ACCREDITATION 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
1.0	21 Jan 2021	Janine Morris	RIMPA Global Board	

2 Effective Date, Review, and Amendments

The Terms of Reference (**ToR**) is effective from 21 Jan 2021 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 Higher Education Accreditation committee (the group) for RIMPA Global.

4 Purpose of the Higher Education Accreditation committee

The Higher Education Accreditation committee has been established to:

- Provide advocacy services to the higher education sector on records and information management skills and competencies
- Provide governance and oversight for RIMPA Global’s higher education accreditation process.

5 Term of the Higher Education Accreditation committee

The term of the Committee is until 30 June 2022.

The term of the Higher Education Accreditation committee is not limited to a defined period, and members will be replaced based on natural attrition.



6 Responsible Portfolio

The Higher Education Accreditation committee supports the Professional Development portfolio.

7 Objectives

The Higher Education Accreditation committee will:

- Provide trusted advisory services to partner organisations (Australian Library and Information Association (ALIA) and Australian Society of Archivists Inc. (ASA), higher education providers and students across Australia and New Zealand
- Plan the RIMPA Global Education Summit
- Develop a higher education advocacy strategy
- Ensure RIMPA Global’s accreditation process is developed, implemented, and undertaken
- Report on the progress of the activities to the Board.

8 Authority

The CEO authorises the Higher Education Accreditation 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 Higher Education Accreditation committee will be agreed upon by the group by a majority vote.

The Secretariat will be the RIMPA Global Principal Trainer and Assessor.

The Higher Education Accreditation committee consists of at least 4 members.



- RIMPA Global CEO
- Professional Development, Design and Delivery Portfolio Lead (Portfolio Lead)
- Two subject matter experts
- Additional members may be appointed as required.

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

The Committee Secretary will be a person endorsed by the Committee; the Secretary does not have to be a member of the Committee.

Committee members should have:

- A good knowledge of training and higher education practices and approaches
- Strong business and commercial acumen
- Good communication skills
- The ability to lead change through effective communication and planning
- A commitment to excellence
- The willingness to gather evidence and thorough analysis on all topics associated with higher education
- A demonstrated high level of emotional quotient, the ability to understand 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:

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- 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 Higher Education Accreditation committee Members

Are responsible for:

- Liaising and collaborating with universities and other professional bodies associated with higher education
- Co-developing the RIMPA Global Accreditation Program
- Co-developing the development of the Higher Education Advocacy Strategy
- Co-developing the development of the RIMPA Global Education Summit program and plan
- Attending Committee meetings.