



STATUS UPGRADE ASSESSMENT 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	March 2023	Petá Sweeney		

2 Effective Date, Review, and Amendments

The Terms of Reference (**ToR**) is effective from 01 April 2023 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 Status Upgrade Assessment Committee (the group) for RIMPA Global.

4 Purpose of the Status Upgrade Assessment Committee

The Status Upgrade Assessment Committee has been established to:

- Assess status upgrade submissions for professional designation of Associate, Chartered Member or Fellow.
- Ensure that status upgrade assessments are impartial and fair.

5 Term of the Status Upgrade Assessment Committee

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

6 Responsible Portfolio

The Status Upgrade Assessment Committee supports the Member Engagement portfolio.

7 Objectives

The Status Upgrade Assessment Committee will:

- provide feedback on draft status upgrade submissions
- assess status upgrade submissions, collaboratively agree upon an assessment recommendation and report the recommendation to the CEO
- conduct status upgrade interviews at RIMPA Live
- review the status upgrade assessment process and provide suggestions for improvement.

8 Authority

The CEO authorises the Status Upgrade Assessment 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 Status Upgrade Assessment Committee will be agreed upon by the group by a majority vote.

The Secretariat will be the RIMPA Global Member Engagement Manager.

The Status Upgrade Assessment Committee consists of at least 6 and no more 9 members.

The Status Upgrade Assessment Committee's minimum membership is:

- two Associate members
- two Chartered members
- two Fellows.

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

For each status upgrade submission, an independent assessing panel is formed from three committee members as below:

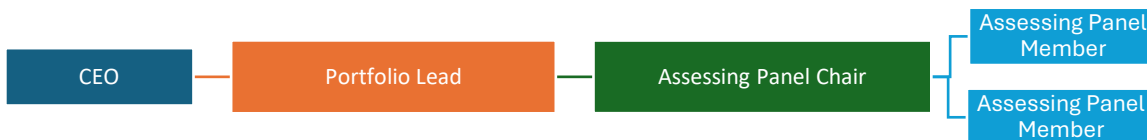


	Associate	Chartered Member	Fellow
Panel Chair	Chartered	Fellow	Fellow
Panel member	Chartered	Chartered	Fellow
Panel member	Associate	Chartered	Chartered

Committee members should have:

- held professional status for a minimum of two years
- strong understanding of information and data management practice
- good communication skills
- ability to understand the perspectives and experiences of others
- ability to apply analytical thinking.

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 Status Upgrade Assessment Committee Members

Are responsible for:

- independently assessing status upgrade submissions
- collaboratively reviewing status upgrade assessments and agreeing on a recommendation
- assisting with status upgrade interviews at RIMPA Live
- contributing to status upgrade process reviews.

10.6 Assessing Panel Chair

Are responsible for:

- scheduling panel meetings
- moderating assessment results
- reporting to the CEO on assessment recommendations.

