

Victorian Higher Education Records Management and Archives Group

Terms of Reference

1. Definition

1.1 The Victorian Higher Education Records Management and Archives Group (VHERMAG) is an open forum for records managers and archivists to share experiences and ideas that lead to effective and efficient practices in information and records management.

2. Membership

2.1 VHERMAG has two levels of membership

Full membership is open to individual staff from Higher Education institutions, (both universities and TAFE providers) involved in the development, delivery and support of programs and services pertaining to records management and archives primarily within Victoria.

Associate membership is open to individual representatives of organisations who have an interest in records management and archives within Higher Education institutions (either universities or TAFE) within Victoria, but are not recognised university or TAFE institutions. This may include representatives of similar institutions outside Victoria, or Victorian providers of Higher Education that are not either a university or TAFE provider, such as Registered Training Organisations.

Requests for associate membership will be voted on at the next meeting of the Group.

Membership rights

Both **full** and **associate members** are eligible to join and use the VHERMAG discussion lists and other electronic resources, and attend meetings of the group. Both membership types may add informal items to the meeting agenda.

In addition, **Full members** may vote to motions put to meetings of the group, including the right to move and second formal items on the agenda. Full members may also contribute to collective representation from the Group about relevant issues to do with records and archives in the Higher Education sector both within Victoria and elsewhere.

3. Objectives

To provide a forum which:

3.1 Brings together staff from institutions involved in records and archival management programs and services.

3.2 Facilitates the exchange of experiences and ideas that lead to effective and efficient practices in information and records management.

3.3 Promotes the records management and archives industry to sector stakeholders both within and outside our institutions.

3.4 Provides a point of contact between the Public Record Office Victoria and members of the Higher Education records and archives community.

3.5 Collects and disseminates information on issues that are of interest to members.

3.6 Provides a mechanism for members to collaborate on investigations and initiatives that lead to effective and efficient information and records management practices. The Reference Group will work in conjunction with other bodies where appropriate to achieve its objectives.

4. Activities

4.1 Hold regular meetings.

4.2 Seek presentations from related industries.

4.3 Encourage workshops and seminars.

4.4 Maintain an email discussion list and web site.

5. Meetings

5.1 The Reference Group shall hold at least 4 meetings per year.

5.2 Each institution with Full Members will be eligible to host a meeting and be chairperson when the meeting is held at their member institution. Agenda for each meeting will be prepared by the chairperson

6. Working Parties

6.1 Working Parties shall be set up to undertake specific tasks as required. Membership may be drawn from full members of VHERMAG or co-opted from outside the Group, or from Associate Members.