

TERMS OF REFERENCE

1. Introduction

The Victorian Higher Education Records Management and Archives Group (VHERMAG) is a group for records management and archives professionals working within Victorian-based higher education organisations, including universities and TAFE institutes.

2. Purpose

The primary purpose of VHERMAG is to enable networking and information sharing among its members to support effective and efficient records management and archiving practices.

3. Membership

VHERMAG shall consist of the following members:

- Chairperson: Responsible for leading and coordinating annual meetings, and managing the member email list, online forum and VHERMAG webpage.
- Representatives: 1 or more designated individuals from records management and/or archiving departments within Victorian universities and TAFE institutes. Representatives from organisations outside of this scope will be considered, where an expression of interest is made.

Expressions of interest to join VHERMAG can be directed via email to: records-info@unimelb.edu.au.

4. Activities

- Hold 1 or more meetings per year.
- Share experiences and documentation, as needed, via email or online forum.
- Ask questions and seek advice, as needed, via email or online forum.

5. Meetings

VHERMAG shall convene annual meetings. The Chairperson shall be responsible for setting the annual meeting agenda, facilitating discussion, and documenting meeting outcomes.

An additional meeting may be held each year, when a member organisation volunteers to host and chair a meeting from their university or TAFE institute.

All meetings should be online or hybrid.

7. Review and Amendment

These terms of reference shall be reviewed every 3 years by VHERMAG. Amendments may be proposed by any member of VHERMAG and shall be approved by consensus.