



Archives and Museum Committee Terms of Reference

The terms of reference stipulates the requirements and processes the Archives and Museum Committee shall adhere to in order to accomplish its stated purpose or goal.

Approved by: CEO

Approved Date: March 2017

Review Date: March 2020

1. TITLE

The Committee shall be known as the RANZCO Archives and Museum Committee.

2. PURPOSE

To advise the RANZCO Board on:

- 1) The management of the existing archives of RANZCO.
- 2) Retention and access strategies for archived documents.
- 3) A policy regarding acceptance of gifts to the RANZCO Archives and Museum collection.
- 4) Management of the existing RANZCO Museum collection and how best to make the collection available.
- 5) Ensuring the historical value of the Museum website is maintained and enhanced.
- 6) Options for a permanent display of historical ophthalmic instruments and archived documents.

3. ROLE & RESPONSIBILITIES

The Committee is committed to the preservation of historic records, documents and historic ophthalmic instruments used in Australia, New Zealand and the Asia Pacific region.

The Committee devises strategies to ensure archive documents and museum objects are useful and available to future generations of RANZCO Fellows, Associate Members and the General Public.

The Committee is also committed to ensuring archived documents and museum objects, where appropriate, are on display or available to researchers.

The Committee will:

- 1) Review the current Archives and records management policies and procedures and recommend changes
- 2) Create a written appraisal, retention and disposal Archives policy and then enact the policy.
- 3) Advise on the desirability of retrospectively scanning physical archival records.
- 4) Explore options to provide greater access to archival finding aids. 5) Manage the existing RANZCO Museum collection

- 6) Provide recommendations on ensuring the Archive and Museum Collection are accessible to as many Fellows, Associate Members and members of the general public as possible.
- 7) Maintain and develop the Museum website.
- 8) Create a policy regarding acceptance of gifts to the RANZCO Archives and Museum collection.
- 9) Report to the Board annually on its activities over the preceding year.

4. MEMBERSHIP

Committee members may be Fellows, Associates or co-opted members of the public with relevant expertise in archive and museum procedures

Committee members will be appointed by the Board after expressions of interest have been sought through the various means available to RANZCO.

The Committee is committed to achieving a minimum of 35% female membership.

5. TERMS OF MEMBERSHIP

Each Committee member will serve for a term of three years. Committee members are able to reappoint for subsequent three year terms.

The position of Chair is for a three year term, renewable for another term. The Chair shall be elected by the Committee members and is subject to Board approval.

Any vacant positions may be filled on a casual basis with consent of the Committee members for the remainder of the term.

Committee members shall cease to be a member of the committee if they:

- Resign from the Committee.
- Fail to attend 3 consecutive meetings.
- Breach confidentiality.
- Act in a manner that is detrimental to the interests and objectives of the committee.

6. VOTING PROCEDURE

Decisions by the Committee will aim for consensus wherever possible, but as a last resort a majority of 60% of members is necessary to pass any resolution of the Committee.

7. MINUTES AND MEETINGS

- The Committee shall meet at least two times per year.
- The Secretary of the Archives and Museum Committee is required to Minute each meeting. Minutes should be approved by the Chair and circulated to the Committee within 14 working days of the meeting.
- The minutes of each Committee meeting shall be monitored and maintained by the RANZCO Membership Services Department as a complete record as required under the provisions of the Archives Act 1983
- By agreement of the Committee, out-of-session decisions shall be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Committee meeting.

8. REVIEW

The Committee shall engage in a reflective, self-evaluation process to improve its effectiveness.

The Committee shall undertake a planning session to reconfirm its commitments to strategic priorities identified within Terms of Reference every three years or as otherwise directed by the Board

The Terms of Reference shall be reviewed every three years or as otherwise directed by the Board.