

ASA Education and Professional Training Committee

Terms of Reference

Approved by ASA Council on 31 July 2024

1. Introduction

This document sets out the Terms of Reference and arrangements governing the Australian Society of Archivists (ASA) Education and Professional Training Committee (the Committee).

2. Terms of Reference

The ASA Education and Professional Training Committee is established to act as an advisory group to the ASA Council on matters relating to education, accreditation of higher education and the body for professional knowledge required by archivists in Australia. The Committee is an important part of the ASA's approach to fostering and building professionalism and building professional capabilities.

3. Responsibilities

The responsibilities of the Committee include:

- Establish the body of professional knowledge required by archivists in Australian and publishing this within the ASA and more widely
- Administer the Joint Accreditation process as set out in the agreed ALIA, ASA and RIMPA Joint Accreditation Guidelines
- Liaise with higher education providers on education and accreditation matters and update Council with issues for noting, discussion and decision
- Assess the broader archival educational environment and its impact on ASA professional recognition standing
- Develop and maintain an overview of education issues of interest to the ASA
- Recommend strategies which will advance the Society's education agenda.

The Committee may seek the expert advice of members or other professionals for any matter concerning its responsibilities as required.

4. Membership

The Committee is comprised of the following members:

- At least 1 and up to 2 members with over 10 years standing as a professional member ASAAP or ASARP
- 1 current member of the ASA Council
- 1 member with higher education academic experience
- 1 member of the Professional Recognition Committee, *ex-officio*
- 1 member of the ASA Research and Education Special Interest Group not employed in a school running accredited courses, *ex-officio*
- At least 1 and up to 2 members who nominate to Council setting out their interests and experience in current archival trends and practices.

Committee members are appointed by Council for up to 5 years. Committee membership may extend beyond a 5-year period if agreed upon by the Committee.

5. Meetings

The Committee will meet formally at least four times per year and otherwise update Council where matters relating its responsibilities arise. Committee meetings will be Chaired by the Education Officer or delegate, at the discretion of the Committee members. A quorum is three members including the Education Officer. Any decision that has a financial or reputational interest must be referred to Council for approval.

6. Reporting

The Committee will report to the ASA Council either directly or, where appointed, to the Council's Education Officer.