

# Terms of Reference - Advocacy Committee

approved by Council 1 October 2025

## 1. Introduction

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

## 2. Terms of Reference

The Advocacy Committee advises the Council on responses to advocacy requests and provides content for such responses as needed. The Advocacy Committee will also proactively monitor what is happening in the Galleries, Libraries, Archives, Museums and Recordkeeping (GLAMR) sector and bring matters of interest and/or importance to the attention of the Council.

The Committee is key to the ASA mission to advocate for our members and the industry.

## 3. Responsibilities

The responsibility of the Committee is to help shape ASA interventions and responses to advocacy opportunities across Australia.

## 4. Membership

The Committee should consist of a minimum of five and a maximum of nine individual ASA members, including the President or President's nominee.

Committee members are appointed by the Council for up to five (5) years. Committee membership may extend beyond a five-year period upon agreement of the Council.

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

## 5. Meetings

The full Committee will meet at least three times per year and update the Council where matters relating to its responsibilities arise. A quorum is half plus one the number of Committee members.

A Convenor is appointed by the Committee to chair the meetings and be the liaison with the Council.

## 6. Reporting

The Convenor will report to the Council at the next closest Council meeting after the committee meeting. Ad hoc reporting is expected where necessary for larger advocacy campaigns.

Details of submissions and campaigns will be added to the website and other social media platforms, after Council approval, to increase awareness and understanding of advocacy work.

# Appendix

## Advocacy Guidance

Requests can come from

- Individual members to the President or to another member (council or the committee)
- From a Branch or SIG leader to the President or to another member (council or the committee)
- From a council member
- From a committee member
- From other industry organisations / people (e.g. Records and Information Management Practitioner Alliance, Australian Libraries and Information Association, Australian Museums and Galleries Association, Association of Canadian Archivists)

Types of advocacy requests can include

- Respond to issues in the news and on social media
- Respond to a request for submissions
- Respond to an issue seen in the industry
- Engage with an issue seen in the industry

## Action

When a request is received, regardless of where it has come from, it is to be sent to the Committee.

Response to news items:

- Committee members, Council or Branch leaders may be engaged for a response.
- Engagement and Communications Officer to be advised, and to assist with developing a response for social media or promoting a response through ASA accounts.

Request for a submission

- The Committee to decide who will undertake the work. This can be arranged via email or the Convenor can convene a meeting to discuss.

Respond to an issue in the industry

- Convenor to arrange a meeting to discuss.
- Council to be advised on proposed actions.
- Other committees, Branch leaders or SIG leaders may be engaged to help develop or promote a response.
- The Committee may decide to engage media assistance to develop and / or promote a response.

Proactively engage with an issue

- Convenor to arrange a meeting to discuss.
- Council to be advised on proposed actions.
- Other committees, Branch leaders or SIG leaders may be engaged to help develop or promote a response.
- The Committee may decide to engage media assistance to develop and / or promote a response.

Regardless of the issue, the Committee will report all actions to the Council.