

1. Definition

- 1.1 The Victorian University Records Management and Archives Reference Group (Reference Group) represents 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 The Reference Group is open to any staff from Victorian Universities involved in the development, delivery and support of programs and services pertaining to records management and archives.
- 2.2 CAVAL Collaborative Solutions are invited to nominate a representative to the Reference Group.

3. Objectives

To provide a forum which:

- 3.1 Brings together staff from Universities 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 University stakeholders.
- 3.4 Collects and disseminates information from abroad on issues that are of interest to members.
- 3.5 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 member institution will 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 the Reference Group or coopted from outside the Reference Group.