

# **Archives Advisory Committee - Terms of Reference**

## **(as at June 2025)**

### **Objectives of the Committee**

1. The Archives Advisory Committee ('AAC') is a formally appointed subcommittee of the Kentian Society Management Committee ('KSMC') and is responsible to that body.
2. The AAC has been established to consider matters relating to the development, care, funding, policies and possible and future developments of the Kentian Society Archives and make recommendations to the KSMC regarding its findings, and to contribute ideas and knowledge from diverse perspectives to allow for an informed decision-making process.

### **Functions of the Committee**

3. The AAC will consider and make periodic recommendations to the KSMC in respect to the matters outlined above in *Objectives of the Committee*, and more specifically it will support the Senior Archivist to:
  - (a) Preserve inactive Society records and any documentation about its activities since its inception;
  - (b) Recommend and implement policies and programs approved by the KSMC, including in particular the Museum Collections Policy;
  - (c) Ensure the collection, preservation and storage of relevant material related to the history of the development of public education in Western Australia, particularly in relation to Kent Street Senior High School;
  - (d) Actively recruit and effectively train a body of volunteers to ensure maximum access to the Archives collection through increased opening hours;
  - (e) Ensure that all volunteers working in the Archives maintain familiarity with, and follow, guidance on conservation and protection of archival materials (such as the *WA Museum Collections Care Manual*);
  - (f) Create an annual Action Plan including operating and grant budgets to be submitted to the KSMC;
  - (g) Allow special access to the Archives collection by Society members and researchers via an efficient collection catalogue and a well-organised storage system; and
  - (h) Facilitate the display from time to time of material from the Archives in Society exhibitions and joint exhibitions with other community organisations.
4. The AAC should address issues brought to its attention, including responding to requests from the KSMC for information or advice, that are within the parameters of its Terms of Reference in a timely manner. If the AAC refuses or neglects to give due consideration to any matter assigned to it or before it, the AAC may, by KSMC resolution, be discharged of its responsibilities.

### **Committee Membership**

5. The AAC is comprised of up to six (6) archive volunteer representatives including the Senior Archivist.

6. A member of the AAC will be appointed as Chairperson by simple majority vote of the AAC.
7. The Chairperson's responsibility is to:
  - (a) Provide leadership and facilitate the achievement of the AAC's objectives;
  - (b) Ensure that appropriate conduct is observed at meetings in accordance with the Society's rules; and
  - (c) Promote full participation and open debate at meetings so that relevant matters are discussed and effective recommendations made to the KSMC.

### **Meetings**

8. The AAC shall meet formally on at least a quarterly basis. This does not include any informal meetings called by members as they are not considered formal meetings of the AAC.
9. Quorum for a meeting of the AAC shall be at least 50% of the number of voting members of the AAC.
10. In general, it is expected the AAC will develop recommendations by consensus. If, however voting is required, voting is to occur by majority vote, and the Chair has a casting vote.
11. The AAC may make recommendations to the KSMC on all matters before it. These recommendations are submitted via the minutes of each meeting to the KSMC for consideration. Substantial recommendations (including any requiring the expenditure of Society funds) are to be accompanied by a separate report to the KSMC outlining the background, issue/s and recommendation/s for each matter.
12. Meetings of the AAC are generally closed to the public. Public attendance is permitted only through invitation or prior approval by the AAC.

### **Reporting**

13. The AAC shall report to the KSMC at each meeting on the Archives' activity during each quarter.
14. Where a matter requires a decision from the KSMC, the AAC shall resolve in its meeting to recommend a decision to the KSMC at the next practicable ordinary meeting of the KSMC.

### **Delegated Powers**

15. The AAC has no delegated powers and no authority to implement its recommendations without resolution by the KSMC.

### **Document Control**

16. These Terms of Reference are reviewed at least at the commencement of each term of the KSMC. Apart from any inconsequential editing, substantial amendments to the Terms of Reference are approved by the KSMC.