

Library, Collections & Cultural Heritage Committee

Terms of Reference

Area of College	Member Engagement & Support
Document Writer	Senior Executive Officer, Fellowship Relations
Document Owner	Manager, Peak Bodies
Approved by	Fellowship Committee
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References/Legislation	<i>Corporations Act 2001 (Cth)</i>
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	Australia and Aotearoa New Zealand

Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

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1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

1.1. Established

The Library, Collections & Cultural Heritage Committee is established under the authority of the Fellowship Committee to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The purpose of the Library, Collections & Cultural Heritage Committee is to oversee the Library's collection of books, old medical instruments, portraits and paintings, extensive archival collection, and various 'gifts' from other Colleges received by the President.

The ongoing development of the Library, collections and cultural heritage resources is particularly relevant for members who may be underrepresented in existing collections. This is particularly important for emerging leaders, "firsts of firsts", and our Indigenous Fellows and trainees, for whom sharing history is essential to pay respect to elders, ancestors, country, and culture.

3. FUNCTIONS

The functions of the Library, Collections & Cultural Heritage Committee are to:

- a) review strategy, policy and guidelines associated with the ongoing management and development of all College owned cultural heritage and Library assets in order to identify and provide recommendations on any areas requiring improvement or development. This is to address accessibility for members and potentially external professionals interested in the academic and archival value of the collections and in relation to the cultural heritage collections, and any relevant external standards;
- b) assess the quality assurance of the asset management undertaken by the College;
- c) review asset valuation assessments and provide guidance as to retention or removal of such assets;
- d) provide background information for College management from the body of knowledge within the Committee as requested;
- e) make recommendations for embedding the resources into other College activities such as emerging policies, training, and Congress;
- f) explore the relevance of Library and cultural heritage resources for College strategic planning and policy and advocacy priorities;
- g) support the ongoing collection of Library and cultural heritage resources to improve understanding of the College fellowship and the changes that occur over time, significant achievements, works of note that impact medical specialist practice, including the use of newer technology; and
- h) address other issues as required.

4. MEMBER COMPOSITION

The Membership of the Library Collections & Cultural Heritage Committee shall comprise up to 8 members, comprising:

4.1. Appointed Members

- A member of the Fellowship Committee (or nominee) who will Chair the Library Collections & Cultural Heritage Committee;
- One Aotearoa New Zealand based Fellow;
- Up to four Fellows
Priority shall be given to at least one new Fellow (within five years of being awarded Fellowship); and
- Up to two trainees.

5. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

5.1. Number of Meetings

The Library Collections & Cultural Heritage Committee shall hold a minimum of 2 meetings per calendar year and shall meet by teleconference, face to face or videoconference.

5.2. Chair

The Chair or their appointee will Chair all meetings.

5.3. Quorum

A quorum is one half of the total College Body membership.

5.4. Voting

Decisions will be made by consensus of the majority of members.

5.5. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

6. REPORTING

The Library Collections & Cultural Heritage Committee must report and make recommendations to the Fellowship Committee as required.

The Library Collections & Cultural Heritage Committee is required to provide to the Fellowship Committee each year:

- a new or updated work plan
- a report against the preceding years' work plan.

7. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

8. HISTORY

Commencement		
These Terms of Reference were approved by the Fellowship Committee and commenced on 12 June 2015.		
Revision	Effective Date	Summary of Changes
1.0	12 June 2015	Initial approval/New Document
2.0	June 2019	Updated logo and 2.3 to stipulate that meetings are to be held via Zoom
3.0	30 August 2019	Updated committee title and requirements as per approved changes by the Fellowship Committee from the FC-03-2019 meeting.
4.0	24 November 2022	Transferred into updated template issued by the Governance team. And updated membership to include 'up to two trainees'