

# Terms of Reference National Archiving Task Group

## TOR Approved by

Senior Manager Learning and Innovation

## Purpose

- To identify significant documents and objects that record the history of the Australian Breastfeeding Association and establish a matrix of significant documents and objects and a framework of priority for archiving within organisational capacity
- Review existing organisational archiving processes and establish organisationally sustainable preservation processes
- To review existing organisation and institution archives and any individual stored materials or collections to identify location of materials and objects, any duplications and or gaps within the matrix of significant materials and objects and the archiving priority framework

## Scope

- The history of the Nursing Mothers' Association (1964–1968), the Nursing Mothers' Association of Australia (1969–2000) and the Australian Breastfeeding Association (2001 to the present) (the Association).
- ABA documents, photographs, graphic images, digital content publications and objects of significance
- NMA/NMAA/ABA hard copy or digital archived material kept in state or national libraries or museums

## Roles and responsibilities

The task group is committed to the preservation of significant documents and objects that record the history of the Association.

The task group will:

1. Assess and record, on a Branch-by-Branch basis, a matrix of significant documents and objects identifying what documents and objects are being currently being held, their format and location
2. Develop a priority framework, with established meaningful and Association representative criteria including organisational capacity and sustainability for archiving and storage, against which documents and objects and collections can be assessed and determined for archiving/disposal.
3. Establish processes for the sustainable and cost-effective management of archived collections

## Qualifications and skills

- ABA current or past financial members or
- Members holding a Certificate IV in Breastfeeding Education or

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- Completion of ABA's Volunteer Induction (for people who are not already volunteers with ABA).

National Archiving Task Force members will have:

- a strong interest in the preservation of documents and objects of historical significance
- the ability to work effectively as part of a team
- the ability to prioritise tasks, manage workload and meet deadlines.

It is also highly desirable that task group members have experience:

- as an archivist or in records management or
  - in the archiving and retrieval of items in a range of media and formats or
  - identifying and evaluating items of historical significance.

## Ineligibility

Members will cease to be in the National Archiving Task Group if they:

- do not contribute to the work of the group for a period of 6 months or more or
- do not attend 3 consecutive meetings or
- breach the ABA Code of Ethics or ABA Code of Conduct.

## Appointment

- The National Archiving Task Group Coordinator will be appointed in accordance with the Australian Breastfeeding Association Delegations Manual, by the Senior Manager Learning and Innovation.
- The coordinator is appointed for a period of 2 years and may be reappointed on review.
- Expressions of interest in joining the task group will be open to all eligible individuals and members will be appointed by the National Archiving Task Group Coordinator.
- A member, preferably with relevant skills and experience, will be recruited to the task group from each branch of ABA.
- A representative from the National Support Office will be appointed to the task group.
- Internal or external persons may be invited to attend meetings at the request of the coordinator on behalf of the task group to provide advice and assistance where necessary. These guests will have no voting rights.

## Term of office

2 years or until the person chooses to resign, is no longer able to meet the required qualifications and skills or becomes ineligible. Members may be reappointed on review.

## Authority to act

The National Archiving Task Group has authority to act within the guidelines of this Terms of Reference document, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the Delegations Manual.

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## Accountable to

Senior Manager Learning and Innovation.

## Reporting

Quarterly by the National Archiving Task Group Coordinator to the Senior Manager Learning and Innovation.

## Finances

On request and as per current ABA procedures.

## Training

- Those who do not hold ABA's Certificate IV in Breastfeeding Education or are currently undertaking training must complete ABA's *Promote Breastfeeding as a Representative of the Organisation* training unit.
- Past volunteers who have resigned more than 2 years previously should also undertake the induction module as a refresher.
- Where needed, induction from senior ABA volunteers will be provided.

## Methods

- Task group discussions and decision-making is expected to be open, collaborative and respectful. Decisions will be made by consensus.
- Task group meetings will be held a minimum frequency of once per month, unless otherwise agreed.
- Task group members are expected to provide apologies to the coordinator if unable to attend.
- An agenda will be prepared prior to the meeting.
- Minutes will be recorded and distributed in a timely fashion by the coordinator or a delegated attendee.
- Minutes are to be checked and approved by the task group at the commencement of the next meeting and kept in the relevant SharePoint folders as approved minutes.
- Task group meetings will be held online (ie Teams or Zoom etc) unless otherwise agreed.
- Where the group cannot reach consensus, a majority vote will be the deciding factor or will be referred to the Breastfeeding Information Manager, in the first instance, and referred to the Senior Manager, Learning and Innovation, if needed.

## Evaluation

- The terms of reference shall be reviewed annually from the date of approval and updated as required.
- They shall be altered to meet the current needs of the organisation and all committee members, by agreement of the majority.

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## Revision history

| Revision | Date         | Description of modifications |
|----------|--------------|------------------------------|
| V1       | January 2025 | Terms of Reference created   |

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