



Our Wise Leaders (OWLS) Terms of Reference (ToR)

13 July 2023

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and
Information Management Profession

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DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
1.0	August 2022	Peta Sweeney	RIMPA Board	
1.1	March 2023	David Pryde	CEO	
1.2	May 2023	OWL Group		Minor amendments to remove some aspects of formality.
1.3	July 2023	David Pryde	CEO	Final Approval

AMENDMENT, MODIFICATION OR VARIATION

- (a) This Policy is effective from 13 July 2023 and is reviewed every two years
- (b) This Policy may be amended, varied, or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board

1 PURPOSE

These terms of reference document the creation, objectives, responsibilities, and operations of the Our Wise Legends (OWL) Group.

2 PURPOSE OF OUR WISE LEGENDS (OWL) GROUP

The group has been established to provide a channel for our exemplary, retired practitioners, industry stakeholders and thought leaders, who have supported RIMPA throughout their career to still have an opportunity to contribute to the profession in an advisory role so that their knowledge and experience is not lost.

Once established, the OWL Group may receive requests from the Board or CEO to consider issues of professional importance. The OWL's may also develop and provide advice of their own choosing on a range of matters impacting the information management industry and/or to RIMPA.

To do so, the OWL's may consult with RIMPA members on matters before providing their conclusions and recommendations to the Board including, but not limited to:

- the practice of records and information management
- the needs of information management practitioners
- regulatory proposals or changes impacting the information disciplines

3 TERM OF OWL MEMBERS

The term for the members of the OWL Group is two (2) years commencing April 2023.

4 OBJECTIVES

The OWL's will:

- Serve as an advisory body to the RIMPA Board and members, offering insight, guidance, historical perspectives, and alternative solutions from the 'voice' of an experienced practitioner
- Provide 'support for action' including:
 - championing the rights and responsibilities of practitioners across the information industry
 - stimulating innovation across the information disciplines
- Create an awareness of the industry on the essential role that OWLs have, can and must play in order to support the goals of RIMPA.
- Encourage future generations of practitioners to do the essential and necessary work in order to take their rightful place as OWLs

5 AUTHORITY

The Board authorises the OWL's, within the scope of its objectives, to:

- Perform activities to undertake the purpose of the group
- The OWL's have no decision-making power

6 ORGANISATION

6.1 Membership

The OWL group comprises up to seven members by invitation from the Innovation and Standards Portfolio Lead comprised from the following list of membership categories:

- Life members
- No more than seven professional members
- No more than four regular members
- No more two industry experts or ex-members

To achieve its objectives, the group is comprised of a mix of diverse skills, expertise, and backgrounds. Members must be fully or semi-retired from work for at least 12 months, have maintained some contact with RIMPA and not hold a current role on the RIMPA Board.

OWL members should have:

- A good knowledge of the information management industry and practice
- The desire to openly and freely collaborate and share with others
- The enthusiasm to explore ill-defined, complex and 'wicked problems' in order to create a new clarity about the issues that resonate throughout the profession
- A willingness to share the wisdom of the OWLs through conversations and stories
- Empathy for others and be able to understand how others see the world and what they feel
- The OWL Group will have no defined committee structure, instead it will be 'loosely' led by the Innovation and Standards Portfolio Lead

6.2 Appointment and Resignations

- Members may be invited to join the group by the Portfolio Lead at any time upon resignation of a member or by request from the group
- OWL members may resign by notice to the Portfolio Lead at any time
 - Where a member resigns and they have recognised responsibilities, the Portfolio Lead will reassign such responsibilities to another member.

6.3 Meeting Protocol

- Meetings are to be held online and will be convened by the RIMPA Global Team under direction from the Chief Executive Officer
- With the Portfolio Lead's approval, individuals or organisations may be invited to participate in discussions where they have specific knowledge, expertise, or experience
- The agenda and supporting documentation will be distributed to group members at least three (3) working days prior to each meeting
- A quorum for any meeting will be any four (4) members

6.4 Voting Procedures

A proposal raised during a meeting is considered successful when it is supported by majority of members present at the meeting. Where a motion is not supported by majority vote, it is considered unsuccessful.

A motion raised by flying minute is considered successful when it is supported by majority of all group members. Where a motion is not supported by majority vote, it is considered unsuccessful.

Recommendations presented to the Board are to be those agreed to by the majority and are to be made to the board in writing or verbally at an assigned meeting.

7 ROLES AND RESPONSIBILITIES

7.1 Portfolio Lead

- Reporting to the Board on group activities
- Providing the escalation point for all matters
- Scheduling meetings
- Determine strategies and goals in conjunction with group members
- Setting the meeting agenda

7.2 RIMPA Global Team

- Scheduling meetings as advised by the Portfolio Lead
- Taking notes of meetings
- Disseminating actions to all group members

7.3 OWL Members

- Co-developing activities to support the agreed strategies and goals
- Attending Group meetings
- Enjoy the experience and camaraderie.