Royal Society of New South Wales
Library and Assets Committee

Terms of Reference

1. Introduction

1.1 Background

The Royal Society of NSW (the Society, RSNSW) traces its origins to the Philosophical Society of Australasia, which was established on 27 June 1821. The Society received Royal Assent in 1866 and was incorporated by an Act of the NSW Parliament in 1881.

Today, the Society is an inclusive learned institution that aims to enrich lives through knowledge and inquiry. It encompasses a diverse group of people who are dedicated to ideas that matter and contributing to a just, secure, and sustainable society by:
- Mobilising the multidisciplinary expertise of Society members
- Providing authentic and authoritative information
- Addressing national and global challenges
- Recognising and promoting excellence.

1.2 Organisational Structure

The Council is responsible for delivering the initiatives of the 2021-2023 Strategic Plan.

The organisational structure of the Society has been conceived as a collection of programs that is designed and implemented by Council and its Committees. The Committees will undertake the detailed work of the Society, providing reports and advice to Council on the present and future conduct of the programs.

This document sets out the roles and responsibilities of the RSNSW Library and Assets Committee, in accordance with the Society's Rules, Values, Strategic Plan, Policies, Programs, and Council Handbook.

2. Role and Responsibilities

The purpose of this Committee is to lead the Library, Archives, and Asset Management programs of the Society on behalf of Council. These programs ensure that the Society's Library collection, archives and assets are optimally operated, protected, curated, recorded, enhanced and maintained, and are fully accessible where appropriate.

2.1 Program

The Committee will undertake the following activities:

2.1.1 Library

- Develop and implement strategies that ensure the ongoing welfare, maintenance and security of all of the Society's library collections (physical and digital) in all their locations.
- Monitor and evaluate the effectiveness and success of the strategies, taking appropriate actions as required.
- Develop and implement accessioning/deaccessioning policies for the collections and monitor their effectiveness.
- Increase accessibility to the Society's collections for scholars, members and the general public.
- Develop and maintain effective relationships with partner organisations in regard to housing and hosting the collections.

2.1.2 Archives

- Develop and implement strategies that ensure the ongoing welfare, maintenance and security of all of the Society's physical and digital archives in all their locations.
- Monitor and evaluate the effectiveness and success of the strategies, taking appropriate actions as required.
- Develop policy and procedures for the creation, storage and retrieval of the Society's records as part of the day-to-day operation of the Society and monitor their effectiveness and modify them as required.
- Create and regularly review the job description, work plan and reporting systems (including reports to Council) and supervise the associated work of the Society's Archivist.

2.1.3 Asset Management

- In conjunction with the Treasurer, develop and deliver an asset register and an asset management plan to ensure the care and maintenance of the Society's material and digital assets.
- Develop and implement a plan to protect and manage the Society's intellectual property, including for copyright (literary, published and musical works, broadcasts and recordings), trademarks, registered designs, and confidential information.
- Develop and implement a corporate knowledge management strategy to promote and support the long-term sustainability of the Society. Corporate knowledge that must be captured includes knowledge that is institutionalised and easily transferred and knowledge that is tacit (know-how) and not easily transferred in writing.
- Jointly with the Executive Committee, ensure that agreements are in place with foundational partners regarding physical storage of Society assets.

2.2 Policies and Guidelines

The Society has several documents that govern the processes for each Committee:

- Diversity and Inclusion Policy
- Conflict of Interest Policy
- Fundraising Guidelines
- Council Handbook.

These documents will be made available to the Committee by the Secretary of the Society.

3. Committee Composition

3.1 Members

3.1.1   The Council appoints committee members who are members of the Society, but who are not necessarily members of Council. In certain circumstances Council may determine that a representative of a partner organisation should also be a member of a Committee to further the mission of both organisations.

3.1.2   Rule 21 states that the President and the Secretary are *ex officio* members of all committees and have the right but not the obligation to attend Committee meetings.

3.1.3   It would be desirable to have cross-representation with the Business Operations Committee to align knowledge management and IT systems.

3.1.4   Council will ensure that the Library and Assets Committee membership meets the requirements of the Diversity and Inclusion Policy.

3.1.5   Committee members are appointed for a two-year term from the Annual General Meeting by Council resolution at a Council meeting immediately following the Annual General Meeting or earlier should circumstances require it.

3.1.6   The Librarian, Archivist, and if available, an Intellectual Property Specialist and Digital Asset Management Specialist(s) will be members of this Committee.

3.2 Chair

3.2.1   The Chair of the committee is the Librarian.

3.2.2   The Chair has the responsibility for:
   - Making committee membership recommendations to the Executive Committee to endorse and forward to Council for approval
   - Ensuring that the Committee develops and maintains an annual work plan for the Library and Assets Program
   - Developing, with assistance from the Committee Secretary, agendas for formal business meetings of the Committee
   - Reporting on the Library and Assets Program work plan activities to each Council meeting using the standard reporting template
   - Ensuring effective communication and engagement, as appropriate, with other Council Committees, Office-bearers, key Society appointees, Branches, and relevant partner organisations (including service providers) for the conduct of the business of the committee
   - Ensuring that Library and Assets Committee activities comply with Policies and Council Handbook requirements.

3.3 Secretary

3.3.1   The Committee will appoint a Committee Secretary from within its membership, other than the Committee Chair.

3.3.2   The Secretary has the responsibility for:
   - Working with the Chair to develop the meeting agenda and preparing it with the standard agenda template
   - Circulating draft minutes including actions of any meeting to all Committee members within one week of each meeting, writing meeting minutes using the

standard template, and with the Chair's approval, circulating the minutes to Committee members within two weeks of each meeting
- Tracking subsequent actions from meetings
- In advance of each Council Meeting, providing the Society Secretary with the Chair-approved report on Library and Assets Program activities using the standard Council reporting template
- Ensuring that the agendas, minutes, actions, and any other relevant material are stored in the Library and Assets Committee collaborative space and are accessible to all Committee members
- Liaising with the Society's Webmaster to ensure that the Committee's decisions are reflected on the website, as appropriate.

4. Expert Advisors

4.1　The Committee may engage suitable advisors who are not necessarily members of the Society to provide the Committee with expert, independent advice, provided that if any expenditure is required it must be authorised by the Executive Committee on behalf of Council.

4.2　The Committee is not bound by the independent advice it receives, but it is responsible for advice it provides to Council.

5. Meetings

5.1　Formal Meetings

5.1.1　The Committee conducts its business by formal meetings, the dates being determined annually in advance to facilitate reporting to Council meetings.

5.1.2　An agenda for each formal meeting, prepared using the standard template, and any relevant supporting documents will be forwarded to each Committee member at least seven (7) days prior to the date of the meeting, unless otherwise agreed by all Committee members.

5.1.3　The quorum for Committee meetings shall be the number which exceeds one half of the Committee members provided that at least one of those present is the Committee Chair or Committee Secretary.

5.1.4　The Committee Chair has a deliberative and a casting vote.

5.1.5　In the Chair's absence, the Committee shall choose another Committee member to chair the meeting.

5.1.6　An additional meeting of the Committee may be called at the written request of two or more Committee members.

5.2 Informal Meetings

5.2.1　The Committee may conduct routine business by appropriate means, provided that all Committee members are apprised of the decisions in writing and that a record of those decisions is included in the Library and Assets Committee collaborative space and in the Committee's report to Council.

5.2.2　Informal meetings may take place as frequently as required.

6. Key Dates

Date Originated	March 2021 (Council Approval)
Date of last review	N/A
Date of next planned review	Jan 2023 by the Library and Assets Committee for submission to Council
Designated Owner	Library and Assets Committee Chair

6. Key Dates