

# COMMITTEE OF LUTHERAN ARCHIVES

---

## TERMS OF REFERENCE

**1. NAME**

Committee of Lutheran Archives, referred to as “the Committee”.

**2. RELATIONSHIP TO THE CHURCH**

The Committee is an advisory committee of the Office of the Bishop and shall fulfil its responsibilities in keeping with the Constitution and the policies of the Church.

**3. PURPOSE**

The Committee shall be an advisory committee to the Office of the Bishop, working with and supporting the Director, Lutheran Archives to ensure the records of the Church are available for the Church and wider community to access, remember and reflect, and to share today and for generations to come. The committee provides advice and recommendations to the Executive Officer of the Church, as necessary.

**4. AUTHORITY**

The Committee has no decision-making authority.

**5. MEMBERSHIP**

5.1 The Committee shall consist of seven [7] members:

5.1.1 the Executive Officer of the Church (EOC) as the chairperson of the Committee;

5.1.2 six [6] members of congregations of the Church.

5.2 Members shall be appointed by the EOC on the recommendation from the Standing Committee on Nominations.

5.3 The Committee shall consist of people with relevant skills and experience in the archival field, knowledge of the Lutheran Archives operations and collection, strategic planning, and an interest in the preservation and telling of the story of the Church, its history and heritage.

5.4 The Committee shall include a mix of backgrounds and perspectives which, together with the relevant skills, qualifications and experience will enable the Committee to fulfil its role.

5.5 The term of appointment for all members will be for a Synodical term.

5.6 The EOC may delegate the role of Chairperson to another member of the Committee, in consultation with the members of the Committee.

5.7 The Director, Lutheran Archives shall attend the meetings of the Committee.

5.8 Other members involved in or interested in Lutheran Archives may, from time to time, be invited to bring their knowledge and experience to the meeting to assist in the deliberations of the Committee.

**6. MEETING ARRANGEMENTS AND REPORTING**

6.1 Meetings shall be convened by the Chairperson.

6.2 It is at the discretion of the Committee to meet face-to-face, by electronic means, or by other means of communication.

6.3 Email correspondence may be used for the distribution of minutes, advisory information or approval of documentation.

6.4 The minutes of the meetings of the Committee shall be submitted to the EOC.

## **7. RESPONSIBILITIES**

- 7.1 The Committee shall provide advice, support and encouragement to the Director, Lutheran Archives to
  - 7.1.1 ensure the ministry of Lutheran Archives is understood by the Lutheran community;
  - 7.1.2 support the Church to create, capture and manage its records;
  - 7.1.3 ensure records of permanent value are deposited at Lutheran Archives;
  - 7.1.4 ensure the collective story of the Church can be accessed, encountered and disseminated by Lutherans and the wider community;
  - 7.1.5 develop and recommend strategic plans, ministry priorities and collection management policies for the Lutheran Archives for approval by the EOC;
  - 7.1.6 generate financial resources for the work of Lutheran Archives, including from within the Church and by way of community and government grants or partnerships;
  - 7.1.7 review and monitor the work and well-being of the Lutheran Archives staff and volunteers; and
  - 7.1.8 assist the EOC to facilitate the recruitment of the Director, Lutheran Archives and recommend a candidate to the General Church Board.
- 7.2 The Committee shall support the EOC to undertake regular performance reviews of the Director, Lutheran Archives.

## **8. REVIEW**

- 8.1 The Terms of Reference for the Committee shall be reviewed during each Synodical term.
- 8.2 Any changes to the Terms of Reference shall be approved by the EOC, upon review by the Standing Committee on Constitutions.