**Collections Committee Terms of Reference**

The Collections Committee is established under the Society’s by-laws. Under the terms of By-law No. 4, Council may delegate powers to this Committee.

The Committee consists of one member of the RHSV Council and three volunteers working with the collection. The Chair of the Committee may also invite other individuals with relevant knowledge and experience to join the Committee. The Council member chairs the Committee. The President is an ex-officio member. The Executive Officer and Collections Manager/Volunteers Coordinator attend the meetings. Expertise from other staff members, Council members or volunteers can be called on when required.

The Committee meets bi- monthly and reports to Council.

The Collection Committee’s role is:

1. To develop and monitor policies for the development and maintenance of the Society’s collections.
2. To review items proposed for the collection and make decisions about their inclusion including recommendations for purchase to be forwarded to Council.
3. To recommend items for removal from the Collection where they do not meet the criteria in the Collections Policy
4. To develop and monitor policies and procedures for the use of the collections.
5. To facilitate digitisation of images and other significant items from the collection to assist in preservation of the items and publicising them through the website
6. To work with the Publications Committee to publish suitable items from the collection
7. To report to the Council as required by the Society’s by-laws.

Revised. Adopted by Council 26 July 2016