**HISTORY VICTORIA SUPPORT GROUP TERMS OF REFERENCE**

The History Victoria Support Group (HVSG) is established under By Law 3 of the Royal Historical Society of Victoria.

The HVSG is appointed by Council and consists of a Convenor, who is a Councillor of the RHSV and a member of a Member Society, five or more committee members drawn from metropolitan and regional Victoria, the President of the RHSV (ex-officio) and Executive Officer (ex-officio).

Expertise from other staff members, Council members and volunteers can be called on when required. Currently the HVSG meets regularly to plan events

The HVSG’s role is to:

1. Encourage, stimulate and support the activities of the RHSV affiliated societies
2. Promote the work of the RHSV throughout regional Victoria
3. Further the understanding of history, especially community history, across Victoria
4. Provide practical information for regional societies to enhance their current programs and keep abreast of issues relating to the practice of history in Victoria
5. Organise activities such as workshops, seminars, and other events which will practically assist societies in their day to day operations. Topics may include; how to grow membership, ensuring societies are financially viable, preparation of grant applications, how to write local histories, management of collections, and coping with the digital age
6. Review the program to ensure it remains relevant and well received
7. Liaise with other RHSV committees such as Membership Development and Events and Outreach to ensure that the HGSV’s work complements the work of the other committees
8. Report regularly to Council, to which it is answerable

**ADOPTED BY COUNCIL 26 MARCH 2019**