

Terms of Reference

Committee Name: Historical Societies Support Committee

The Historical Societies Support Committee is a standing advisory Committee of the Society established under the Society's By law no 4. This Committee replaces the 'History Victoria Support Group' formerly established by By-law 3. By-law 3 has been deleted.

Purpose of the Committee:

The HSSC exists to share the work involved in providing advice, training and other resources to the RHSV's Affiliated Member Societies. The HSSC is a conduit between the RHSV Council and the RHSV's Affiliated Member Societies for a two-way flow of information .

Role:

The role of the HSSC is to provide:

- information and training in a range of best-practice activities relevant to historical societies
- assistance to the RHSV's EO in sharing beneficial and practical advice for historical societies through the available communication platforms
- a RHSV profile through representation at quarterly HSSC events and at other historical society meetings throughout Victoria
- encouragement of collaboration between historical societies, networks and the RHSV
- no less than 4 workshops/seminars for historical societies annually across Victoria so that, over time, a geographic spread of historical societies is reached
- speakers whenever possible for historical societies and their network meetings
- opportunities to consult and survey historical societies to shape the work that the HSSC undertakes, and
- To liaise with the Publication Committee on potential articles for the *Victorian Historical Journal or History News*
- strategic proposals for funding for Council's consideration.

The Committee is chaired by a member of Council and consists of no less than 3 and up to seven voting members, with the RHSV President and Executive Officer being ex officio. Ordinary members must be a member of at least one affiliated historical society

Expertise:

Ordinary members should be conversant in how societies promote and preserve Victoria's history and heritage, as well as the challenges societies face. Wherever possible, HSSC should balance membership and experience of suburban, regional and remote historical societies and special purpose historical societies.

Operation of the Committee:

The HSSC will meet no less than four times per year. A quorum is half of the voting members plus one, and motions are passed by a simple majority.

The Chair shall provide copies of HSSC meeting minutes, as well as papers and reports of activities to the Secretary and provide a report to the next RHSV Council meeting.

The RHSV Council may set goals with time-lines and allocate resources for the HSSC, from time to time.

An annual review of committee members' contributions and the efficacy of the committee should be conducted by the Chair.

Committee members should be actively engaged in identifying RHSV members with needed skills and interests as potential committee members.

To report to the Council as required by the Society's By-Laws.

Approved by Council: 24 March 2024

Due for review December October 2025