



TERMS OF REFERENCE Archives, Museum & Records Committee

The Archives, Museum & Records Committee (hereafter 'the committee') shall be an operational committee of Table Tennis England ('TTE'), responsible to the Head of Operations & Governance

Purpose

The purpose of the committee shall be:

To preserve the history of the Association.

Please also refer to Table Tennis England regulations <https://tabletennisengland.co.uk/compete/rules-regs/laws/>

Composition

The Chair of the committee shall be an appointed role.

The Members of the committee shall be:

All members of the committee whose appointed role is not representative in nature shall fulfil their position in furtherance of the general objectives of the committee.

All members of the committee shall be current Table Tennis England members. A member of the committee whose Table Tennis England membership has lapsed shall no longer be a member of the committee.

All members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Appointments

The Chair shall be appointed by Board for a tenure of two years.

Members shall be appointed by the Chair with the approval of the Head of Operations & Governance, for a tenure of two years.

All members including the Chair may serve for a maximum of tenure of 4 consecutive terms, unless exceptionally agreed by TTE Network Group or Board. All members including the Chair will be eligible for reappointment after a 2-year break.

Including the Chair, no less than 50% of members at any time shall be identified via open advertisement on the Table Tennis England website.

Table Tennis England may take positive action in the form of proportionate measures to encourage or train people from under-represented groups to apply for volunteer roles, overcome a perceived disadvantage or meet specific needs based on a protected characteristic.



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A register shall be maintained by Table Tennis England detailing committee members, tenure, appointment process and other relevant information.

Co-opted members may be permitted with the agreement of both the Chair and the Head of Operations & Governance.

Meetings

The committee shall meet as required, either physically or virtually. Day-to-day Committee business will be carried out via electronic means or by telephone.

The quorum of the meeting shall be 50%+1 but must include the Chair and Secretary.

Minutes of each meeting shall be produced and maintained as appropriate and be publicly available.

Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.

Responsibilities:

1. To collate and maintain the records of the Association.
2. To record and curate artefacts, documents and memorabilia relating to the Association and ensure safe storage.
3. To identify and acquire items of historical significance obtaining approval where necessary.
4. To assist with enquiries and research requests from all sources relating to the history of the Association.
5. To write articles and reports, including an annual report, of the Committee's activities.
6. To advise and assist with the developing and maintaining of digital records.
7. To advise and assist with exhibitions and displays.