**Archive, Heritage Library & Museum Service (AMS) Advisory Committee**

**Terms of Reference**

**Role and remit of the committee**

The purpose of the committee is to provide advice to the Communications, Policy and Research Board (CP&R Board), the overarching management board for the Archive, Heritage Library and Museum Service.

It is a standing advisory committee that will:

1. Advise on matters relating to the historical and special collections of books, manuscripts, archives and records and the exhibition of these and other RCP heritage collections in the RCP Museum and elsewhere.
2. Advise on the delivery of services provided by the historical library, archive and records of the RCP to fellows and members, staff and other external users.
3. Advise on matters relating to the collections of museum objects, art, silver and other valuable artefacts, their acquisition, preservation, documentation, conservation, appropriate display and security.
4. Advise on matters relating to access to and awareness of the historical library and archive collections and art, silver, museum objects and artefacts collections.
5. Advise on the exhibition of heritage collections including materials from the library and archive and other RCP heritage collections and materials on loan from external sources.
6. Advise on matters relating to the conservation of the historical library and archive collections.
7. Advise on the further development of the historical library, archive collections and the museum.
8. Provide advice in relation to the gardens and receive reports from the garden fellow(s).

The committee will not be asked to advise on other activities provided by the Archive, Heritage Library and Museum Services team including systems and software used to manage and deliver activities, current library collections and services, records management, information governance and data protection.

**Reporting**

* The Committee will report to the CP&R Board.
* Written minutes of each meeting will be sent to members of the CP&R Board.

**Conduct of business**

* The committee will meet once or twice per year and at other times as required in person or remotely.
* Attendance can be in person or by telephone or video conference, as appropriate.
* 50% of the members must be in attendance for the meeting to be quorate. In the absence of a quorum issues can be discussed but not decided.
* In the absence of the chair, the meeting will be chaired by the most senior officer in attendance and then by a director or head of department.
* All advice will be considered by the CP&R Board and a consensus or majority view is not required. The chair may consider items between meetings on the Committee’s behalf where this will expedite business.
* Written minutes of each meeting will be recorded and key actions will be summarised, and will be circulated within 1 month of the meeting.
* Agendas and minutes will be prepared and distributed by the CP&R project officer who will also arrange and minute the meetings.
* Conflicts of interest should be declared at the beginning of each meeting and will be dealt with under the RCP Declarations of Interest policy.

**Meeting frequency**

* The Committee will meet once or twice per year and at other times as required in person or remotely.

**Support and expenses**

* Any expenses incurred when attending a meeting of the committee can be reclaimed using the RCP’s online expenses system, as long as the expenses are in keeping with the RCP’s expenses policy.

**Constitution**

**Chair**

* The Committee will be chaired by the Harveian librarian while in office.

**Membership**

* Members will be appointed by the CP&R Board, except for the four RCP Fellows. The latter posts will be openly advertised in line with RCP policy.
* RCP officers and staff will remain as members of the committee while they are in post. Other members will sit on the committee for a maximum of three years and may be reappointed.
* Members are expected to attend all meetings, wherever possible. The chair may implement periodic reviews of attendance and set a minimum attendance figure in this respect.

**Membership:**

* Harveian librarian (chair)
* Treasurer
* Executive director of Strategy, Communications and Policy
* Head of Archive, Heritage Library and Museum Services
* Archive manager
* Curator
* Rare books and special collections librarian
* Four fellows
* One external library advisor
* One external archive/records advisor
* Two external museum/collections advisors
* Garden Fellow
* Honorary member(s)

Additional members may be co-opted as required and the chair may invite others to attend meetings as needed.

**Review**

The terms of reference will be reviewed every three years and at other times as required

**Last review:** May 2021. Approved at CP&R Board meeting 24 Nov 2021.

**Next review:** May 2024