

LOGO

## **Terms of Reference**

### **ACM Midwifery History Project Steering Group**

#### **Introduction**

The importance of preserving the history and heritage material of an organisation is well recognised as necessary in order to inform subsequent generations. The Australian College of Midwives (ACM) Midwifery History Steering Group will oversee the development and maintenance of a national project to preserve the history of Australian midwifery: The ACM Midwifery History Project.

#### **The purpose of the ACM Midwifery History Project**

- Act as a national resource on the history of Australian midwifery and the Australian College of Midwives
- Identify and promote the preservation and accessibility of relevant archive materials through the production of online resources
- Promote an appreciation of midwifery and childbirth history to the profession and public
- Provide a supportive network for those working on the history of midwifery and childbirth in Australia and develop appropriate interdisciplinary links

#### **Key Stakeholders in the ACM Midwifery History Project**

The key stakeholders in the ACM Midwifery History Project are members of the ACM and individuals and organisations with the following interests:

- Research related to the history of midwifery and childbirth in Australia and globally
- An ACM Oral History Project: childbearing women and family members, midwives and other maternity care workers, pioneers in the development of the ACM, midwifery leaders
- The history of the ACM including the collection and preservation of heritage materials

- Archive, library and museum collections concerned with the history of midwifery and childbirth and related areas

### **Role of the ACM Midwifery History Steering Group**

The role of the ACM Midwifery History Steering Group is to carry out the following tasks with the assistance of the ACM National Office and Branches:

- Provide advice to the ACM on matters related to the identification, acquisition, conservation, storage and documentation of Australian midwifery history and ACM heritage materials
- Coordinate the identification, preservation and recording of archival material and collections currently held in each Branch of the ACM
- Design and implement systems and ways in which heritage and history materials may be collected, digitised, archived, and made accessible to ACM members and other interested parties
- Identify and engage with experts over matters related to the ACM Midwifery History Project
- Lead the engagement of the membership in the collection of midwifery heritage materials and oral history testimonies to include guidelines addressing practical and ethical considerations;
- Design and implement processes and products to promote and communicate information about the ACM Midwifery History Project to ACM members, the broader midwifery profession and the general public
- Provide regular information and articles relating to midwifery history for *Australian Midwifery News* and other publications
- Identify and pursue funding opportunities for the ongoing work associated with the ACM Midwifery History Project, including assistance with the writing of funding proposals
- Undertake specified tasks or projects related to the ACM Midwifery History Project
- Represent the ACM, as individuals or as a group, on matters related to the ACM Midwifery History Project
- Liaise with national and international organisations and individuals with similar interests on behalf of the ACM Midwifery History Project

- Ensure existing ACM historical collections are preserved
- Liaise with other ACM committees through the Chair as matters arise
- Develop specialist sub-groups, depending on the expertise and interest of group members and specific projects that are identified
- Fund-raising activities and grant applications to support the ACM Midwifery History Project and raise the profile of midwifery history in Australia

All activities undertaken by the ACM Midwifery History Steering Group will be conducted in a culturally safe manner, demonstrating respect and understanding of the wide variety of cultural beliefs and practices members may encounter while participating in the activities of the Group.

### **Membership of the ACM Midwifery History Steering Group**

- Members of the ACM Midwifery History Steering Group will be appointed by ACM Branches or on merit following an Expression of Interest process.
- On occasion other experts or representatives from relevant organisations may be invited to join the ACM Midwifery History Steering Group, outside of the EOI process.
- Attention will be paid to ensuring all states and territories are represented in the group.
- Temporary / ad hoc members may be invited to join the ACM Midwifery History Steering Group for specific tasks and matters.
- Membership of the ACM Midwifery History Steering Group is honorary and attracts no remuneration or fee for services provided.
- The number of members may vary from time to time as the need arises.
- The ACM Midwifery History Steering Group will retain members for as long as their expertise is required.
- Members should be prepared to attend scheduled teleconferences/online meetings, with a minimum of 50% attendance per year to maintain membership of the group.
- Members are expected to participate actively in dialogue pertaining to group business that occurs 'out of session', which may, on occasion, require a quick response.

### **Filling a vacancy**

- Members of the ACM Midwifery History Steering Group may resign their position with four weeks' notice in writing of their intention to do so. A replacement member will be approved by the Group as required.

Members will meet the following requirements as appropriate:

- Current financial member or retired member of the ACM or person with specific expertise or enthusiasm
- Have an interest or experience in the collection, conservation and documentation of midwifery history and ACM heritage material
- Have a well developed capacity to analyse research evidence and other sources of information relating to historical and heritage materials
- Have email access and IT systems that can link to the ACM platform
- Have a willingness to donate time and expertise to the scheduled meetings and activities undertaken by the ACM Midwifery History Steering Group as outlined in these Terms of Reference

Members' expertise and experience might also include the following:

- Conservation and preservation of historical material
- Description and documentation of historical material
- Cataloguing of written material
- Data recording/interviewing and collection of oral histories
- Management, archiving and conservation of books, periodicals, written material and/or working in libraries or museums
- Historical or related research
- Relevant publications

### **Chair of the ACM Midwifery History Steering Group**

The Chair will be elected from within the ACM Midwifery History Steering Group through a process determined by the group.

The Chair will be responsible for:

- Determining the agenda for meetings. This requires the chair to be current with issues pertaining to the collection, conservation and documentation of historical material
- Chairing meetings
- Leading discussions and ensuring all members of the Group have the opportunity to contribute their expertise and views
- Ensuring that the work is completed on specific tasks or projects in a timely manner
- Coordinating reports
- Enabling consensus decision making and managing agreed compromise when this is not achievable

### **Quorum**

50% + 1

### **Communication**

The ACM Midwifery History Steering Group will communicate predominantly by email telephone and online meeting platforms.

All ACM Midwifery History Steering Group communication must be kept within the Group unless advised otherwise by the Chair.

Any changes of email address for individual members should be communicated with both the ACM Midwifery History Steering Group and the head office of ACM.

### **Frequency of meetings**

The meeting schedule will be as arranged by the ACM Midwifery History Steering Group.

Face to face meetings of the ACM Midwifery History Steering Group will be opportunistic, for example at national conferences.

The ACM Midwifery History Steering Group should meet formally at least four times a year, and at other times as deemed necessary.

Ideally meetings will be held within business hours to fit in with secretariat support.

### **Secretariat support**

The ACM head office will provide secretarial support to the ACM Midwifery History Steering Group where possible, including:

- Providing means of communication via teleconference and online meeting platforms
- Recording draft minutes of meetings;
- Copying and distributing information as requested by the Chair.

### **Funding and Resources**

- The ACM Midwifery History Steering Group will be allocated funds in the ACM annual budget.
- All significant expenditure will be discussed/ reviewed by the CEO
- An amount of funding will be allocated for petty cash.

### **Insurance**

- The activities of the ACM Midwifery History Steering Group are covered by the ACM's professional indemnity insurance policy, in accordance with the terms of that policy.
- Special insurance will be required to cover the material held within the Collections, for example, the early edition (18<sup>th</sup> Century) textbook written by obstetrician William Smellie in the NSW office.

### **Dispute resolution**

The ACM Midwifery History Steering Group will be expected to foster professional dialogue among its members and to support and even encourage differences of view based on fact or substance. Professional differences of view can provide a robust basis for effective and informed decision making on an issue, by providing the opportunity for reflection on alternative viewpoints or perspectives.

Where the ACM Midwifery History Steering Group is unable to reach agreement on a particular matter, alternative views will be outlined in a report to the CEO with

sufficient information to support informed decision making by the CEO on substantive issues over which the disagreement arose.

### **Reporting**

The ACM Midwifery History Steering Group is required to provide a brief summary report of its activities quarterly to the CEO.

The ACM Midwifery History Steering Group is required to keep minutes of any meetings that it holds. The minutes will be a brief summary of any decisions made or recommendations agreed to by the ACM Midwifery History Steering Group, relevant to its role and responsibilities as outlined above.