

# Managers of Australasian Herbarium Collections (MAHC)

## Terms of Reference

### Introduction

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The Managers of Australasian Herbarium Collections (MAHC) provides advice and recommendations to the Council of Heads of Australasian Herbaria (CHAH) on issues pertaining to the management of herbarium collections.

MAHC acknowledges that each institution will have local organisational, operational and technological constraints. Majority practice is a guiding principle for development and acceptance of standards.

MAHC is one of two subcommittees that report to CHAH. The following terms of reference describe the purpose, structure and governance of MAHC and provide guidelines for the management of MAHC business.

These Terms of Reference will be reviewed as necessary by MAHC and CHAH.

### Vision

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To develop and implement best practice standards for managing Australasian Herbarium collections.

### Purpose

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The purpose of MAHC is to:

- promote the free exchange of herbarium collection management information, policies and standards;
- develop, promote and implement collection management policy recommendations, guidelines and standards;
- provide technical advice about collection management and resource requirements to CHAH and other bodies as agreed.



## Membership

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Membership of MAHC is open to managers of CHAH herbaria, or their delegates, and representatives from other Australasian herbaria (on request to the Chair of MAHC). Herbaria must be registered with Index Herbariorum.

Members are encouraged to participate in MAHC meetings. Members of MAHC are subscribed to the formal communication mechanisms; this includes the MAHC e-mail list and MAHC file repository. Subscription to these will be updated at the annual MAHC meeting.

## Management

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The management of MAHC comprises a Chair, and an Assistant Chair, both elected for two-year terms from within the MAHC membership, in consultation with CHAH. The MAHC Chair is responsible for:

- convening meetings
- collating meeting agendas
- liaising between MAHC and CHAH.

The Assistant Chair will assist with these tasks as required. The Assistant Chair is encouraged to move into the Chair role upon completion of the Chair's term.

Management positions may only be held by representatives of CHAH herbaria.

MAHC may delegate members or sub-committees to undertake specific activities appropriate to its vision and purpose.

## Meetings and communication

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MAHC business will be conducted via regular meetings, teleconferences or workshops. Information will be available via MAHC e-mail list and MAHC file repository. At minimum, MAHC will hold:

- at least two teleconferences per year;
- an annual meeting of MAHC members and invited guests, which may be concurrent with CHAH and/or HISCOM, including joint sessions with CHAH or HISCOM.

## Agenda

The MAHC Chair will review the minutes of the previous meeting and determine which items need to be addressed. Any MAHC member may propose new items for discussion. The agenda should be finalised at least two weeks prior to meetings to allow participants adequate time to prepare. The Chair will prioritise agenda items to optimise the use of available time. The Chair may postpone discussion of an item to ensure that all prioritised business is addressed.

## Minutes

A minute taker will be arranged by the Chair prior to the meeting. Minutes will be compiled with emphasis on actions for MAHC and recommendations to CHAH. Once minutes are ratified, they will be available on the MAHC file repository.

## MAHC/CHAH Communication

The MAHC Chair or a nominated representative will report to CHAH on recommendations and outcomes of MAHC meetings and any other business. A nominated member of the CHAH executive will act as liaison.

The MAHC Chair will report back to its members on CHAH's response and other CHAH input to MAHC activity.

MAHC requests that CHAH communicates with it in a timely manner on significant issues that impact upon herbarium collection management and resourcing.