

Committee Charges for FY20 (approved 2019-8-22)

Executive Committee

Charge: As defined in the bylaws, the Executive Committee acts on behalf of the Board between board meetings and is charged with oversight of administrative, financial, and management activities.

Nominations / Leadership Development Committee

Charge: The Nominations Committee will develop a slate of candidates for officers, board members and other leadership positions within the association. The committee will work with association leadership to identify the critical perspectives, attributes, and experience necessary to achieve the goals of the association. The committee will evaluate the leadership needs of the board.

Finance Committee

Charge: The Finance Committee will develop and monitor an annual budget, oversee the administration of an annual audit, oversee the investment of reserve funds, provide financial recommendations to the Board, and oversee the financial and bookkeeping administration of the association.

Membership Engagement Committee

Charge: Identify and implement the most effective methods of providing value to current and future ARCS members. Will implement and conduct regular membership research to identify trends within the field and identify needs of ARCS' membership.

Membership Development Sub Committee

Charge: Increase ARCS membership with a focus on increasing the number of non-North American members.

Awards/Travel Stipends Sub Committee

Charge: Evaluate and administer membership travel stipend program. Evaluate the

development of professional recognition awards for ARCS Members.

Meet-Ups Sub Task Force

Charge: Coordinate schedule of member meet-ups and coordinates with local hosts about logistics. Works with Communications task force on distribution of information to members and with Membership Development on recruitment of new members.

Virtual Connections Task Force

Charge: Identify and implement the most effective methods of communicating with and delivering content to ARCS members. Works with the ARCS committees to connect platforms with content.

ARCS Update-program of Virtual Connections.

Charge: Manage membership communication including direct member emails and regular communion to the field about ARCS activities and programs. Evaluate methods of delivering information.

Mentorship Program Task force.

Charge: Monitors and implements the ARCS and AAM's Collections Stewardship Professional Network joint mentorship program. Oversees recruitment and matching of mentors and mentees.

Education Committee

Charge: Coordinate educational programming to support the future needs of the profession and ARCS members. Work with the Membership Engagement Committee to identify the ideal method and schedule for ARCS educational programming.

Program Development Sub Committee

Charge: Identify and create educational content based on approved Education Committee schedule. Work with the Virtual Connections Task Force to connect content with the most effective method of delivery.

Emergency Preparedness Training Programming Task Force

Charge: Develop and implement emergency preparedness training. Identify future needs and recommend larger program for emergency preparedness training for ARCS to develop.

Courier Training Programming Task Force

Charge: Develop and implement Courier Training Program in spring of 2020. Make

recommendations for additional training opportunities in regards to Courier Training. Work with Membership Engagement to identify most effective method of delivery. Work with Global Connections task force to develop partnerships for this program.

ARCS-Chat Programming project

Charge: Develop and implement monthly ARCS-Chat program to engage ARCS audiences at regular intervals and to recruit new ARCS Members.

Conference Sub Committee

Charge: Oversee the administration of the ARCS 2021 Conference. Coordinate with Conference Programming subcommittee. Identify subcommittee needs for board approval. Set charges and guidelines for any subcommittees.

Fundraising and Development Committee

Charge: Develop and implement a plan to increase non-dues revenue from sources.

TASK FORCES:

Global Connections Task Force

Charge: Identify the most effective method of making ARCS a leading partner in a global community of registrars and collections specialists.

Professional Resource Development Task Force

Charge: Identify the most effective method for ARCS Members to utilize a dynamic array of education programs that support, elevate and advances the status of the collections professional.

Member Advocacy Task Force

Charge: Identify the most effective method of elevating the status of the collections professional.