

Educational Resources Committee Chair Description:

The Educational Resources Sub-Committee supports ARCS by highlighting new areas of knowledge and evolving policies impacting diverse communities within cultural work. The sub-committee solicits, vets, and organizes relevant resources so ARCS members stay informed, educated, and up to date on current trends, practices, procedures, recommendations, and thinking in the collections professional field. Its work directly supports the **ARCS Resource Kit**—a cornerstone of ARCS’ mission to serve as a hub for professional growth and best practices.

This is a 2-year position.

DESCRIPTION OF DUTIES:

- Attending as many sub-committee meetings as possible
- Preparing agendas in Google Drive and circulating them prior to meetings
- Running sub-committee meetings
- Taking minutes (or delegating this task)
- Submitting monthly committee reports to the ARCS Board
- Attending quarterly Chairs’ meetings to coordinate across committees

ORGANIZATIONAL OBJECTIVES:

- Lead Committee to execute the Committee’s charge, and to establish and accomplish annual metrics and goals.
- By leading the Educational Resources Sub-Committee, you’ll play a key role in ensuring ARCS members—and the broader collections care community—have access to a dynamic, inclusive, and authoritative library of resources.
- This work helps colleagues stay current and supports the profession’s ongoing evolution.

TIME COMMITMENT:

- Regular sub-committee meetings (once monthly)
- Additional preparation and follow-up outside of meetings (e.g., agenda prep, committee report writing)
- Occasional collaboration with other ARCS committees and task forces

BENEFITS OF SERVING AS CHAIR:

- Strengthen your leadership and organizational skills while making a direct impact on the profession.
- Enhance your resume with a national-level leadership role.
- Expand your professional network through collaboration with ARCS members, committees, and the Board of Directors.

- Gain visibility within the field as a thought leader shaping resources and knowledge-sharing.