

Committee Charges, Goals and Outcomes for FY22

Executive Committee

FY22 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.

Strategic plan goals: Goal 4

Nominations / Leadership Development Committee

FY22 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.

Strategic plan goals: Goal 2 and 4

Metrics: Spots will be filled with qualified ARCS members

Finance Committee

FY22 Charge: The Finance Committee will develop and monitor an annual budget, oversee the administration of an annual audit or review, prepare and approve the annual 990, oversee the investment of reserve funds, provide financial recommendations to the Board, and oversee the financial and bookkeeping administration of the association.

Strategic plan goals: Goal 4

Metrics: Have FY actuals match FY approved budget with a 5% or less variance, Make annual transfers to savings account for investments

FY22 Outcomes: Approve Accounting and Financial Policies and Procedures Manual. Develop investment strategy and implement.

Membership Engagement Committee

FY22 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. Identify creative ways to incentivize member participation in ARCS surveys.

Strategic plan goals: Goal 1 and 3

Outcomes: Work with ARCS Manager to develop membership registration/ renewal process that incorporates demographic information. Refine system of data analysis to reflect membership demographic metrics. Develop a schedule for annual membership survey, solicitation of areas of research/ inquiry based on needs of subcommittee/ task force, and formalized report to share results with membership.

Metrics: membership growth, increase in participation.

Membership Development Subcommittee

FY22 Charge: Identify and develop strategies for developing the association among emerging professionals. Increase ARCS memberships in North America. Study and monitor the renewals.

Strategic plan goals: Goal 3

Outcomes:

- 1-Fix a calendar for contacting members monthly
- 2-Monitor the membership of emerging professionals and membership in Canada and Mexico
- 3-Draft a survey for analysing the reasons for no-renewals
- 4-Keep contacts with Universities programs in North America
- 5-Identify areas of value ARCS offers to members using digital mentorship

Metrics: membership growth in North-America, renewal of previous members (not renewed) and development of the association among emerging professionals.

Awards Subcommittee

FY22 Charge: Evaluate and administer membership award program. Implement and award

internship stipends and professional recognition awards along with conference and webinar registration awards. Develop a process and procedures for all awards. Develop other funding avenues for stipends through working with other committees.

Strategic plan goals: Goal 1.4

Outcomes: Award 2 intern stipends, 2 professional recognition awards, 5 conference stipends and various webinar registrations. Develop a plan for future funding.

Metrics: Awarding all stipend money; Manual for issuing stipends for programs, internship and professional recognition awards; Securing funding for expanding stipend opportunities.

Meet-Ups Subcommittee

FY22 Charge: Organize and arrange 8-12 virtual meet-ups in FY22. Write up procedures for hosting virtual and in-person meet-ups, and create informational packets for hosts. Work with committees to have meet-ups related to programming (webinars, events, etc.). Organize 4-6 in-person meet-ups throughout the year.

Strategic plan goals: Goal 3

FY22 Outcomes: To gather momentum around both in-person and virtual meet-ups.

Metrics: participation numbers in meet-ups

Virtual Connections Subcommittee

FY22 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.

Strategic plan goal: Goal 1.1

Outcomes: Systematically meet with other committees to establish plans of work to help promote initiatives to members. Create a document to track hashtags and develop appropriate hashtags to use going forward.

Metrics: Meet with as many committees as possible throughout the year and track this progress. Develop a baseline of measurement of social media engagement in order to determine what amount of growth is appropriate.

ARCS Update-program of Virtual Connections

FY22 Charge: Manage membership communication including direct member emails and regular communication to the field about ARCS activities and programs. Assist Association in the creation of one feature article per quarter that will highlight issues or trends unique to the registrar/collections care industry.

FY22 Metrics: Sustain the current open rate of 30% for MailChimp communications and continue increase click through rate of all MailChimp communications, focusing on ARCS Updates, by 2-5% via use of raffles and “exciting” link language

Strategic plan goals: Goal 1, 3.2

Mentorship Program Subcommittee

FY22 Charge: Monitors and implements the ARCS and AAM’s Collections Stewardship Professional Network joint mentorship program. Oversees recruitment and matching of mentors and mentees.

Strategic plan goals: Goal 2 and 3

FY22 Outcomes: Streamline the tracking of the mentorship program by testing and implementing Google Form as part of the application process (October 2021). Draft an MOU for signature by ARCS and CSAAM regarding co-management responsibilities (October 2021). Organize historic participant data, draft survey for participant feedback (January 2022). Identify creative ways to expand mentoring access, i.e. Speed Mentoring events.

Metrics: program growth, more participants, more program related events

Education Committee

FY22 Charge: Coordinate all educational programming efforts to support the needs of the profession and ARCS members. Work with all other committees to identify the ideal themes, methods, and schedule for ARCS educational programming.

FY22 Outcomes: Develop a standard repeatable schedule of programming through June 2022 (ongoing). Continue to develop connections between educational platforms, and begin developing in-person programming for a post-covid timeframe (ongoing). Ensure that all current and future programming is upholding diversity standards derived from IDEA guidance. Continue to develop a list of publications, white papers, and other valuable resources for our members in coordination with the Professional Development Resources Sub-Committee.

FY22 Metrics: Completion of all FY21 scheduled webinars and the development of a 12-month standardized repeatable programming schedule. List of identified publications and white papers for the field, and timeline for moving forward on this project.

Strategic plan goals: Goal 1 and 2

Program Development Subcommittee

FY22 Charge: Identify and create educational content based on approved Education Committee schedule. Work with the Virtual Connections Task Force, Global Connections Committee, and Conference Committee to connect content with the most effective method of delivery.

Strategic plan goals: Goal 1 and 2

FY22 Outcomes: Develop, schedule and implement regular FY212 programing (on-going). Develop sustainable regularly 12-24 month scheduled thematic programming that meets the top needs and desires of the ARCS membership. Work on Develop task force focused conference programming (completed) and integrating conference programming into overall programming implementation, and work collaboratively with Emergency Programming, and Conference committees to implement programming objectives (on-going).

FY22 Metrics: Develop and schedule long-term and sustainable FY212 programming.

Emergency Subcommittee

FY22 Charge: Develop and implement emergency preparedness and response training, programs, resources, and workshops in response to ARCS membership needs.

FY22 Outcomes: Provide updated and informed resources, programs, trainings, and workshops to the ARCS Membership on emergency preparedness and response. Work across multiple ARCS committees, subcommittees, and task forces to develop partnerships to ensure broad reach of emergency information. Continue to work with the other professional organizations to partner on emergency programs.

FY22 Metrics: Develop and implement a program, training, or resource monthly to build the ARCS membership's comfort level regarding emergencies.

Strategic plan goals: Goal 1 and 2

#ARCSChat Program

FY22 Charge: Create a platform for ARCS and the public to discuss relevant and prescient topics in the cultural economy as they pertain to collections care and related professions. By presenting topics that inspire discussion, we attract other stakeholders and interested parties to ARCS.

FY22 Outcomes: Consistently grow audience participation, specifically our international

audience participation, with each chat seeking a 5% increase overall on both YouTube and Podcast platforms.

Metrics: Continued success of new platform and positive response of members to topics and delivery method. A growth of 10-15% on Youtube and 5% on the podcast.

Strategic plan goals: Goal 1

Courier Training Guidelines Subcommittee

FY22 Charge: To support the Education Committee on courier practice

FY22 Outcomes: 1. Monitor emerging methods of remote courier practice. 2. Promote ARCS Courier Decision Tool and continue to refine. 3. Explore the possibility of developing ARCS Courier Decision Tool into an interactive app. 4. Develop guideline document that aids in standardizing criteria for a successful courier. 5. Collaborate with ARCS colleagues as well as national and global partners to incorporate new courier methods and resources, including the ARCS Courier Decision Tool, into training sessions, materials and resources.

FY22 Metrics: Meet with representatives of the UK and EU registrars that planned the Courier Framework and discuss a collaboration to offer courier training online and explore the possibility of an in-person training in 2022. 2. Collaborate with FAIC to present remote courier training (pending grant funding). 3. Identify ARCS opportunities for focused courier training such as more ARCSchats or webinars. 4. Develop a budget for an ARCS Courier Decision Tool app.

Strategic Plan Goals: Goal 3

Professional Development Resources Subcommittee

FY22 Charge: Vet ongoing resource submissions and continue to add new resources to the resource kit, including an updated required reading list and a list of domestic and international registrar organizations; disseminate ARCS Contract Template; solicit handouts or presentations adapted from 2021 virtual conference sessions to be added to the resource kit.

Outcomes: Provide up to date, relevant and easy to find resources to the ARCS community.

Metrics: Present the ARCS Contract Template to ARCS membership; Upload the 2021 conference recordings and handouts to the ARCS Resource Kit

Strategic plan goals: Goal 1 and 2

Conference Committee

FY22 Charge: Oversee the administration of the ARCS 2021 virtual conference and recruit committee members for ARCS 2022 virtual conference. Coordinate with 2021 Conference Logistics and Programming task forces, as well as event planning contractor. Identify subcommittee and task force needs for board approval. Set charges and guidelines for any related subcommittees and task forces.

Metrics: Successful 2021 conference, including breaking even on conference budget and revenues.

2021 Conference Logistics Subcommittee: Partner with Talley Management Company to identify and implement logistical needs of virtual conference.

2021 Conference Content Subcommittee: Responsible for intellectual content of conferences, including sessions, posters, workshops, keynotes, and any other education programming. Includes items such as: presenting for Board approval themes, keynote speakers, or other pan-conference topics for conference, managing call for session proposals from membership, creating and implementing selection process for sessions/posters/workshops, coordinating with Talley on speaker communication and packets; coordinates with Logistics Subcommittee on finalizing conference schedules.

2022 Virtual Conference Logistics Subcommittee: Partner with Talley Management Company to identify and implement logistical needs of virtual conference. Includes items such as: coordinating online schedule with content committee, recruiting and scheduling session moderators and others needed for smooth virtual sessions, creating and implementing networking opportunities for virtual conference to include both intellectual and social networking opportunities, coordinating with Talley to secure and plan for mailings of materials to speakers and attendees as required.

2022 Virtual Conference Content Subcommittee: Responsible for intellectual content of conferences, including sessions, posters, workshops, keynotes, and any other education programming. Includes items such as: presenting for Board approval themes, keynote speakers, or other pan-conference topics for conference, managing call for session proposals from membership, creating and implementing selection process for sessions/posters/workshops, coordinating with Talley on speaker communication and packets; coordinates with Logistics Subcommittee on finalizing conference schedules.

2022 Virtual Conference Content Subcommittee: Responsible for intellectual content of conferences, including sessions, posters, workshops, keynotes, and any other education programming. Includes items such as: presenting for Board approval themes, keynote speakers, or other pan-conference topics for conference, managing call for session proposals from membership, creating and implementing selection process for sessions/posters/workshops, coordinating with Talley on speaker communication and packets; coordinates with Logistics Subcommittee on finalizing conference schedules.

Fundraising and Development Committee

FY22 Charge: Work with Tally Management Group (TMG) to create and implement a more comprehensive fundraising plan which includes, grants, a new 12-month model, workshop/event sponsorships, socials, and expands the conference sponsorship model.

Outcomes: to maintain relationships with previous sponsors, to fundraise for the conference and other programs

Strategic plan goals: Goal 4

Metrics: we will gain new avenues of income and diversify our sponsors

Global Connections Committee

FY22 Charge: membership growth in North-America, renewal of previous members (not renewed) and development of the association among emerging professionals.

Outcomes: - collaboration with conference committee on post-conference survey

- creation of up to 3 webinars

- continue to identify and reach out to potential partner organizations

- advice ARCS board and other committee on global initiatives and partnerships, and best practices to involve international members and colleagues

Strategic plan goals: Goal 3

Metrics: Production of a ranked list of organizations (a spreadsheet has been compiled, ranking is in process). We found very few international organizations that were similar to ARCS. Discussed ways of encouraging registrars and collections specialists in other geographic areas to organize by providing guidance for them and creating a “tool kit” with information on how ARCS got started.

Advocacy Committee

FY22 Charge: Elevate the status of the collections professional by advocating for and taking action on behalf of the profession. Ensure that advocacy is central to the work of ARCS.

Strategic plan goals: Goal 2

FY22 Goals:

1. Identify and develop advocacy goals to ensure that advocacy is central to the work of ARCS both internally and externally.
2. Intern Compensation: following up on the ARCS Intern Pay Statement, work on making real change by meeting with heads of large institutions to advocate for paid interns, on behalf of ARCS.
3. Create an ARCS Pay Equity Statement.
4. Collaborate with IDEA Task Force and to create an ARCS Inclusion, Diversity, Equity, and Accessibility Statement.
5. Organize Independent Contractors Webinar Series and create Resource List. Continue collaboration with AAM-IMP and continue to advocate for contract professionals.
6. Explore ways that ARCS can work to decrease ableism within the field. Reach out to advocacy leaders on this topic and propose actions.

TASK FORCES:

Membership Level Assessment Task Force, FY22, Q1

Reports To: Finance Committee

Charge: This task force will examine the current membership structure of ARCS and make recommendations for improvements. The task force should consider finances, equity, and expansion opportunities that a new structure could provide. The task force will conclude with recommendations to the Board about how to reorganize the ARCS membership structure to maximize profits to ARCS while remaining fair and equitable to ARCS members and sponsors.

Outcomes: A new structure which compliments various member communities and aids in generating revenue for ARCS

Metrics: Increased membership

Strategic plan goals: Goal 4.4

Standard Operating Procedures Manual Task Force, FY22, Q1-2

Reports To: Executive Committee

Charge: To work with each committee and subcommittee to gather in one place all the information related to the organization and tasks of each committee. To define and make easily findable the forms, procedures, and steps each committee must follow to execute webinars, events, etc. This task force will create a standard operating procedures manual that guides ARCS volunteers (committee members, chairs, and board members) and contractors in the regular operations of the organization.

Outcomes: A manual that is easily accessible, understandable, and captures the running of ARCS.

Metrics: A completed manual

Strategic plan goals: Goal 4.1

Certificate Feasibility, FY22, Q2-3

Reports To: Education Committee

Charge: This task force will look at the feasibility of ARCS offering a certification program for educational programs and/or in association with On Contract. The task force will examine issues related to this, such as potential legal liability for ARCS, and needs for long term maintenance of the program, as well as fee structure. Additionally, the task force will look at other associations' certification programs to see how a program through ARCS would fit into the larger picture of the field. The task force will conclude with recommendations to the Board about how to establish such a program, what the program might look like, and the pros and cons of the program so that the Board can decide if this is a program that can and should be pursued.

Outcomes: To create a report and make a recommendation to the Board regarding ARCS offering a certificate program.

Metrics: A final report.

Strategic plan goals: Goal 1.1, 2.1 and 2.2

Style Guide Task Force, FY22, Q2

Reports To: Executive Committee

Charge: The task force will create templates for letters, emails, powerpoints, resources, newsletter, and other documents to give a standardized look to all ARCS communications. The task force will also create a manual to accompany the templates, the Style Guide, to provide further guidance on ARCS branding and styling for committee and board members to use while communicating on behalf of ARCS.

Outcomes: To create documentation on the proper communication styles for various ARCS related functions.

Metrics: A completed manual with templates.

Strategic plan goals: Goal 4.3

Partnerships Task Force, FY22, Q1-4

Reports To: Global Connections

Charge: The Partnerships Task Force will examine the current levels of partnerships ARCS is looking to create with people, regional organizations, and other professional organizations. The task force will make recommendations on what partnerships will look like, any potential legal and/or cultural impediments to connecting, and the process for engaging partners.

Outcomes: Review of existing documentation and materials. Creation of document defining levels of partnerships with professional organizations, regional organizations (both inside and outside the United States), and individuals. Identification of roadblocks and potential solutions such as legal matters or cultural barriers that can prohibit partnerships. Creation of correspondence for engaging potential partners. Advise Global Connections Committee on other matters as they arise

Metrics: Creation of relevant documents by Q4 of FY22. Timely and relevant advice to ARCS Board and Global Connections Committee

Strategic plan goals: 1.1; 2.2; 3.2 and 3.3
