

Workshops & Webinars Committee Member

FY26 Charge: Support ARCS by highlighting new areas of knowledge and evolving policies impacting diverse communities within culture work. Work with ARCS committees, subcommittees, task forces as well as industry partners to create and present educational content geared toward continuing education and professional development and based on the approved Education Committee schedule. Ensure all content for members is current and responsive to changes in the field, and that programs align with the ARCS IDEA Plan of Action and provide consideration for varied levels of accessibility needs. Support and collaborate with ARCS committees on program logistics.

Workshops & Webinars Committee: Coordinate educational programming, including workshops and webinars, to support the future needs of the profession and ARCS members.

Time Commitment: 2 year term; 3-5hr/mo

DESCRIPTION OF DUTIES:

- Support Workshops & Webinars committee goals
- Attend meetings of the committee monthly
- Attend meetings of other task forces and committees as requested
- Meet objective and deadlines as set by the committee chair
- Serve as the point person on at least one ARCS educational program each fiscal year (virtual or in-person webinar, seminar, etc).
- Work with the rest of the committee, and the Educational Resources committee to identify educational materials to be made available to ARCS members; including but not limited to - white papers, online resources, publications, or instructional videos.
- Work with conference programming committees to integrate conference programming into overall programming schedule

PROGRAM FUNCTIONS OR OBJECTIVES:

- Individual Virtual/In-Person Webinars
- Assist with brainstorming ideas and topics for webinars that ARCS members will find beneficial and informative
- Identify potential speakers and partners who are experts in their respective topics, and who are from diverse backgrounds, to lead the conversations presented by the webinars
- Complete and submit webinar/program proposals to the ARCS Board of Directors
- Work with the ARCS tech suite and ARCS Administrator to organize the program venue (ie, a webinar virtual Zoom meeting, or scheduled in-person venue), including estimating registration.
- Provide registration fee guidance on a program-by-program basis.
- Receive speaker bios and photos for publication and newsletters
- Work with the speakers and ARCS treasurer to ensure all honorariums and/or fees are paid appropriately and fairly.

ARCS Workshops & Webinars Committee
Position Description: Workshop & Webinars Committee Member

- Work with identified speakers and the ARCS executive team to draft and implement an MOU for formalizing partnerships between ARCS and the presenters.

ORGANIZATIONAL OBJECTIVES:

- Organize and plan at least one ARCS educational program throughout the year (webinars, seminars, in-person meetups, etc.) and help to plan for future programs that meet the needs of ARCS members and the profession.