

Workshops & Webinars Committee Chair:

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.

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

Qualifications: Previous work with or in ARCS Committees; ability to take initiative and delegate committee responsibilities; demonstrates skills in both independent and collaborative work.

2 year term

<p>DESCRIPTION OF DUTIES</p> <ul style="list-style-type: none"> • Oversee and lead workshops & webinar committee • Oversee educational resources subcommittee • Create and manage committee budget • Coordination and scheduling of regular meeting times • Management of meeting agendas and committee tasks • Work with Board Liaison to inform board of needs and progress • Submit monthly committee reports to ARCS Manager • Review applications and interview prospective committee members • Represent or appoint a committee member to represent ARCS on the Heritage Emergency National Task Force (HENTF)
<p>ORGANIZATIONAL OBJECTIVES:</p> <ul style="list-style-type: none"> • Work across other ARCS committees, subcommittees, and task forces in program development
<p>TIME COMMITMENT:</p> <ul style="list-style-type: none"> • 5hr/wk, hours may be longer during budget preparation or lead up to a program

PROGRAM FUNCTIONS OR OBJECTIVES:

- Call committee's meetings and set agendas
- Take minutes or appoint a committee member to do so
- Work with nominations committee to recruit committee members
- Review program proposals prior to submission to ARCS executive committee
- Create and/or update SOP's for webinars and in person workshops
- Work with workshops & webinar committee members to develop a schedule of programs and ensure they are within committee/subcommittee charges
- Work with educational resources subcommittee members to solicit, accept, vet, and organize resources and make them available in a virtual library

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.