

Committee Charges, Goals and Outcomes for FY23

Approved by Board 7/21/22

Executive Committee

FY23 Charge: As defined in the ARCS Bylaws, act on behalf of the Board between Board meetings, and is charged with overseeing administrative, financial, management, and IDEA implementation activities.

Strategic Plan Goals: Goal 4

FY23 Metrics:

- Implement IDEA Workgroup action plan and communications to all ARCS members.
 - Host an all-member annual business meeting.
 - Provide overall budget oversight for the fiscal year.
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Archives Committee

FY23 Charge: Create policies and procedures for the retention, organization, and maintenance of ARCS digital and analog archives, and help organize the existing archives.

Strategic Plan Goals: Goal 4

FY23 Outcomes: Collaborate with the ARCS Secretary to organize an archive that follows established policies and procedures.

FY23 Metrics: Develop organized digital and analog ARCS archives for present and future use.

Nominations / Leadership Development Committee

FY23 Charge: Solicit and recommend a slate of volunteer candidates from diverse backgrounds for open officers, board members, and other leadership positions within ARCS. Work with the Executive Committee to identify association staffing needs. Work with the association's committees and Board to find and recommend candidates with diverse and applicable perspectives, attributes, and experiences to fill those needs. Seek and recommend candidates committed to fostering a culture of belonging by promoting respect, equity and inclusion, and by modelling anti-racist and accountable behavior.

Strategic Plan Goals: Goals 2 and 4

FY23 Metrics: Fill openings with qualified ARCS members.

FY23 Metrics Charge:

- Organize and manage two calls for volunteers: one in the summer and one in the winter.
 - Propose qualified and diverse ARCS members for board positions, which will be voted upon/filled by ARCS membership.
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Finance Committee

FY23 Charge: Manage the investment firm request for proposal (RFP) and the selection/hiring process, and develop an investment policy statement in consultation with the Board.

Strategic Plan Goals: Goal 4

FY23 Outcomes:

- Hire an investment firm.
- Complete an investment policy statement.

FY23 Metrics Charge:

- Compare FY actuals with FY approved budget on a quarterly basis.
 - Release the budget forecast at the beginning of Q3.
 - Complete transfers to savings or investment accounts at the recommendation of the Finance Committee in consultation with the investment firm.
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Membership Engagement Committee

FY23 charge: Assist subcommittees and task forces in their work to identify valuable benefits and resources for ARCS members. Conduct regular membership research to recognize trends within the field and the needs of ARCS' membership. Coordinate and facilitate communication between subcommittees, task forces, and the Board.

Strategic Plan Goals: Goals 1 and 3

FY23 Outcomes:

- Refine the membership research program by creating standard operating procedures (SOPs) and an associated calendar of reporting.
- Identify areas of value that ARCS offers to members and future needs for growth.
- Assist ARCS leadership with implementing the new membership structure.
- Provide a summary report of the survey to the Board and committees to further their work initiatives.

FY23 Metrics:

- Membership growth.
- Increase in participation.

Membership Development Subcommittee

FY23 Charge: Support the Membership Engagement Committee by attracting new members of all categories, including emerging professionals from North, Central, and South America. Identify and develop strategies for increasing ARCS membership.

Strategic Plan Goals: Goal 3

FY23 Outcomes:

- Fix a calendar for contacting members monthly.
- Coordinate and facilitate the first annual “Ask Collection Stewardship” day (working title).
- Collaborate with Global Connections to attract new emerging professionals to ARCS.
- Continue working on contacting Museum Studies programs in North, Central, and South America.
- Explore contacts in other university programs around the world.
- Identify ARCS opportunities for attracting new professionals in different countries.

FY23 Metrics:

- Grow membership in North America.
- Increase renewals of previous members (not renewed).
- Develop the association among emerging professionals.

FY23 Metrics Charge: Follow the metrics with the Canadian universities contacted. Follow the metrics of the new universities contacted in the U.S./Mexico/Central and South America.

Mentorship Program Subcommittee

FY23 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

FY23 Outcomes:

- Working with Partnerships, will create an MOU regarding the co-management responsibilities between AAM (Collections Stewardship) and ARCS.
- Organize files associated with the program.
- Identify creative ways to promote the program and solicit new mentors and mentees
- Identify creative ways to expand mentoring access and events
- Continue matching mentors and mentees

FY23 Metrics Charge: continue streamlining the process, solicit more mentees and mentors, match

mentors and mentees twice a year.

Educational Resources Subcommittee

FY23 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.

FY23 Outcomes: Provide up to date, relevant and easy to find resources to the ARCS community. Explore the feasibility of providing downloadable sample documents to the Resource Kit with the ARCS Administrator.

FY23 Metrics: Present the ARCS Contract Template to ARCS membership; Upload the 2021 conference recordings and handouts to the ARCS Resource Kit

Awards Subcommittee

FY23 Charge: Evaluate and administer membership award program. Implement and award internship stipends and professional recognition awards along with conference registration awards. Begin to explore other avenues to support membership through awards. Develop other funding avenues for stipends by working with other committees.

Strategic plan goals: Goal 1.4

FY23 Outcomes: Award 9 intern stipends, 5 conference stipends and develop a plan for future funding.

FY23 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

FY23 Charge: Organize and arrange 6-8 virtual meet-ups. 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 (e.g., webinars, events, etc.). Organize 3-4 in-person meet-ups throughout the year.

Strategic Plan Goals: Goal 3

FY23 Outcomes:

- Gather momentum around both in-person and virtual meet-ups.
- Focus on topics drawing a diverse audience.

FY23 Metrics Charge: Participation numbers in meet-ups and drawing a diverse audience.

Communications Subcommittee

FY23 Charge: Identify and implement the most effective methods of communicating with and delivering content to ARCS members and the public. Work with ARCS leadership and committees to connect platforms with content.

Strategic plan goal: Goal 1.1

FY23 Outcomes: Communicate ARCS events and activities in a cohesive way across platforms including social media and ARCS Update.

FY23 Metrics Charge: Increase audiences and engagement by five percent.

Program Development Subcommittee

FY23 Charge: Identify and create educational content based on the approved Education Committee schedule. Work with other ARCS committees to create content that is responsive to the various experiences of our membership and programs that are accessible and inclusive to all. Collaborate with the Educational Professional Resources Committee to create resources for members based on programming.

Strategic Plan Goals: Goals 1 and 2

FY23 Outcomes:

- Develop, schedule and implement regular FY23 programming.
- Develop sustainable regularly 12-24-month scheduled thematic programming that meets the top needs and desires of the ARCS membership.
- Develop task force focused conference programming, and integrate conference programming into overall programming implementation.
- Collaborate with the Emergency Programming and Conference committees to implement programming objectives.

FY23 Metrics: Develop and schedule long-term and sustainable programming.

Emergency Subcommittee

FY23 Charge: Develop and implement emergency preparedness and response training, programs, resources, and workshops in response to ARCS membership needs.

Strategic Plan Goals: Goals 1 and 2

FY23 Outcomes:

- Provide updated and informed resources, programs, training, and workshops to the ARCS membership on emergency preparedness and response, making some of these resources available to non-members.
- Work across multiple ARCS committees, subcommittees, and task forces to develop partnerships to ensure broad reach of emergency information reflective of our membership representation needs.
- Continue to work with the other professional organizations to partner on emergency programs.

FY23 Metrics: Develop and implement a program, training, or resource monthly to build the ARCS membership's comfort level with responding to emergencies.

Courier Training Guidelines Subcommittee

FY23 Charge: To support the Education Committee by providing guidelines and tools for courier best practice for various collections while representing the diverse needs and experience of collection care professionals.

Strategic Plan Goals: Goal 3

FY23 Outcomes:

- Monitor emerging methods of remote courier practice.
- Promote ARCS Courier Decision Tool and continue to refine it.
- Explore the possibility of developing the ARCS Courier Decision Tool into a mobile friendly website.
- Collaborate with ARCS colleagues as well as national and global partners to incorporate new courier methods and resources into training sessions, materials, and resources.

FY23 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 to explore the possibility of in-person training in 2023.
 - Collaborate with FAIC to present remote courier training (pending grant funding).
 - Identify ARCS opportunities for focused courier training such as more ARCSchats or webinars.
 - Develop a strategy for the assessment of fine arts transportation vendors.
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Conference Committee

FY23 Charge: Oversee the ARCS 2022 virtual conference and recruit committee members for ARCS 2023 Montreal conference. Identify subcommittee and task force needs for Board approval. Set charges and guidelines for any related subcommittees and task forces including drafting FY24 charges for in-person conference. The Content Sub-Committee is also responsible for the intellectual content of conferences, including sessions, posters, and keynotes. Includes items such as: presenting for Board approval themes, keynote speaker, or other pan-conference topics, managing call for session proposals from the membership, and creating and implementing selection process for sessions/posters. Sub-committee shall also partner with other ARCS Committees (e.g. Awards, Global Connections, Meetups, Program Development, and Education) on conference content creation.

Strategic Plan Goals: Goal 1

FY23 Outcomes:

- Utilize the services of Talley Management Company (TMG) including coordination and management of speakers and attendees.
- Work with virtual conference platform company Social 27 to create an accessible, inclusive, and user-friendly experience.
- Create a cohesive conference schedule that includes informative and timely sessions related to the conference theme and museum field as well as social and networking events.
- Collaborate with other ARCS committees on conference programming.

FY23 Metrics:

- Virtual Conference: break even or generate revenue on conference budget.
 - Number of participants should be at what was forecasted in the FY23 budget or higher.
 - The same number as 2021 or increased participation from international members.
 - A slate of session and conference programming that ensures a balance representing various institution sizes and focuses (i.e., small to large institutions and art vs. non-art museum topics).
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Global Connections Committee

FY23 Charge: Make ARCS an international organization that meets the needs of its international members. Work with other committees to make recommendations for programming, resources, and content designed for international members.

Strategic Plan Goals: Goal 3

FY23 Outcomes:

- Create one webinar per year as part of the Global Connections Series started in FY22 in collaboration with the Program Subcommittee.
- Collaborate with the Conference Subcommittee on a FY23 internationally-minded conference program.
- Collaborate with the Membership Development Subcommittee to attract new international emerging professionals to ARCS.

FY23 Metrics:

- Write guidelines for greater accessibility for all other committees including education and conference outreach and programs.
 - Work with other committees to prioritize the needs of ARCS and international membership.
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Partnerships Committee

FY23 Charge: Actively seek to form partnerships with external organizations by creating tools for establishing those partnerships, reviewing partnership requests, making recommendations to the Board on existing and future partnerships, and maintaining and reviewing current partnerships.

Strategic Plan Goals: 1.1; 2.2; 3.2, and 3.3

FY23 Outcomes:

- Formalize and establish long standing relationships (e.g., ERC, AAM, etc.).
- Create partnership formation tools.

FY23 Metrics:

- Create partnership tools, policies, and guidelines for the development of future partnerships.
- Form partnerships with other collections-minded organizations.
- Build and maintain partnerships, as necessary.