

# Committee Charges, Goals and Outcomes for FY24

Approved by Board TBD

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## Executive Committee

**FY24 Charge:** As defined in the ARCS Bylaws, act on behalf of the Board of Directors between Board meetings. Oversee administrative, financial, management, programmatic, and IDEA implementation activities.

**Strategic plan goals/IDEA Plan of Action:** Goal 4/I. A-C (Short Term)

### FY24 Outcomes:

- Monthly Executive Committee meetings are held where committee reports and programmatic requests are reviewed
- Executive Committee plans agenda and topics for presentation at monthly board meetings

### FY24 Metrics:

- Implement Board-Focused IDEA Action Plan items, I. A-C (Short Term).
  - Host an all-member annual business meeting.
  - Oversee the successful execution of the 2023 Montreal conference, the first in-person conference since 2019
  - Provide overall budget oversight for the fiscal year
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## Nominations / Leadership Development Committee

**FY24 Charge:** Solicit and guide a slate of volunteer candidates from diverse backgrounds for open officers, board members, and other leadership positions within ARCS through the volunteering and nominations process. 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 modeling anti-racist and accountable behavior.

**Strategic Plan Goals/IDEA Plan of Action:** Goal 4/I. C (Short Term), II. D (Short Term), & III. D (Long Term).

**FY24 Metrics:** Fill Committee and Board openings with qualified ARCS members.

### FY24 Metrics:

- Continue to organize and manage the open call for volunteers, and the FY24 call for Board Nominees.
- Propose qualified and diverse ARCS members for board positions, which will be voted

upon/filled by ARCS membership

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## Archives Committee

**FY24 Charge:** Create policies and procedures for the retention, organization, and maintenance of ARCS digital and analog archives. Help organize the existing archives.

**Strategic plan goals/IDEA Plan of Action:** Goal 4/I. A-C (Short Term, Medium Term, Long Term)

**FY24 Outcomes:** Executive and Board approved policies for retention and organization of ARCS archives. Shared folders to hold business files for present and past years.

**FY24 Metrics:** Organize digital and analog ARCS archives for present and future use.

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## Standard Operating Procedures (SOP) Task Force

**FY24 Charge:** Work with each committee and subcommittee to gather in one place all the information related to the organization and tasks of each committee. Define and make easily findable the forms, procedures, and steps each committee must follow to execute webinars, events, and other activities. 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.

**Strategic plan goals/IDEA Plan of Action:** Goal 4/I. C. (Short Term), II. B.a.i (Short Term), III. A.i (Short Term), II. A (Medium Term)

**FY24 Outcomes:** A manual that is easily accessible, understandable, and captures the running of ARCS.

**FY24 Metrics:** Sections of the manual completed along with a timeline for completion of manual.

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## Finance Committee

**FY24 Charge:** Implement investment plan created by the Finance Committee in consultation with the selected firm. Draft Balanced Budget for FY24. Provide Financial reports and monitor all financial transactions in consultation with ARCS management firm, conduct annual review of financial policies, consult with accountants to file 990 and conduct a review.

**Strategic plan goals/IDEA Plan of Action:** Goal 4, Objective 1/I. A (Short Term), II. A (Short Term)

### FY24 Outcomes

- Investment plan is implemented and reserve funds are invested
- Balanced Budget is drafted and approved for FY24
- Financial Policies are reviewed
- 990 is filed

- Accounting review is conducted
- Succession planning has begun for the treasurer position

**FY24 Metrics:**

- Provide quarterly reports on investments and monthly financial reports to the Finance Committee, Executive Committee and Board of Directors.
- Compare FY24 actuals with FY24 approved budget on a monthly basis to stay on budget
- Release FY24 FYE budget forecast at beginning of Q3

## Fundraising Sub-Committee

**FY24 Charge:** In partnership with Talley, create a fundraising packet that can be used and updated as needed to seek sponsorships for in-person conferences. Identify an active list of potential sponsors to receive the packet and work with Talley to coordinate fundraising efforts for in-person conferences. Within the committee and based upon what is developed in partnership with Talley, create a packet of sponsorship opportunities for workshops and webinars. In partnership with the Education Committee, identify an active list of potential sponsors to receive the packet to fund workshops and webinars and coordinate these fundraising efforts with the ARCS Treasurer and Talley, as needed.

**Strategic plan goals/IDEA Plan of Action:** Goal: 4, Objective 4/II. A (Medium Term) Work to identify inclusive language and practices that encourage and support IDEA practices as directed by the Board when creating sponsorship packets.

**FY24 Metrics:**

- A sponsorship packet for fundraising efforts for in-person conferences. (Completed: A packet has been created and sent out to potential sponsors in coordination with Talley.)
- A sponsorship packet for fundraising efforts to fund workshops and webinars. (Completed: A packet has been created and sent out to potential sponsors in partnership with the Education Committee.)
- Build and maintain an active list of sponsorships for workshops and webinars so that fundraising efforts are coordinated by the Fundraising Sub-Committee

**FY24 Outcomes:**

- Secure sponsorships have been secured for the 2023 Conference in Montreal at or exceeding the levels identified in the FY24 budget. (In progress with some sponsorships having been secured already.)
- Secure sponsorships for workshops and webinars as outlined by the Education Committee at or exceeding levels identified in the FY24 budget. (In progress with some sponsorships having been secured already.)

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## Membership Engagement Committee

**FY24 Charge:** Conduct regular membership research to recognize the needs of ARCS' members including the Annual Membership Survey, IDEA feedback tool, and exit surveys . Assist subcommittees in their work to provide resources and benefits for ARCS members by identifying topics of interest and barriers to access for ARCS programming. Coordinate and facilitate communication between subcommittees, task forces, and the Board.

**Strategic Plan Goals:** Goals 1, 2, 3/III. A (Short Term)

**FY24 Outcomes:**

- Create, distribute, and analyze results of an annual membership survey, ensuring inclusive language is used and IDEA best practices are followed
- Create and monitor IDEA feedback tool on ARCS website
- Identify pain points for non-renewing members through exit surveys to ensure needs of membership are being fully met
- Provide summaries and reports of all research projects to the Board and relevant committees to further support their work
- Create a standard operating procedure (SOP) for recurring membership research projects

**FY24 Metrics:**

- Increased responses to surveys
- Complete the report on the annual survey
- Create and implement the exit survey
- Create and implement IDEA feedback tool and determine best practices for reporting responses
- Prepare a draft of standard operating procedures for recurring projects

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## Awards Sub-Committee

**FY24 Charge:** Evaluate and administer membership award program. Implement and award internship stipends and professional recognition awards along with conference registration awards. Expand into in-person workshop support. Begin to explore other avenues to support membership through awards. Develop other funding avenues for stipends by working with other committees.

**Strategic plan goals/IDEA Plan of Action:** Goal 2/II. B (Medium Term) Work with the board liaison to update internship stipend criteria to be more inclusive in alignment with core IDEA principles and practices.

**FY24 Outcomes:**

- Award nine (9) internship stipends
- Develop and launch a professional development award

- Work to begin in-person workshop support and a plan for future funding

**FY24 Metrics:**

- Awarding all stipend money
- Create standard operating procedures for issuing stipends for programs, internship and professional recognition awards
- Securing funding for expanding stipend opportunities

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## Meet-Ups Sub-Committee

**FY24 Charge:** Develop Meet-Ups that encourage the gathering of varied disciplines and institutional classifications (i.e., Art, Natural History, Science, History, and others) in order to promote the sharing of ideas. Build and sustain community amongst collections professionals. Organize both in-person and virtual Meet-Ups. Coordinate logistics and work with local hosts. Collaborate with the Communications Sub-Committee on distribution of information to members and the Fundraising Committee on socials.

**Strategic plan goals/IDEA Plan of Action:** Goal 3/III. A.a.ii

**FY24 Outcomes:**

- Organize in-person and virtual Meet-Ups.

**FY24 Metrics:**

- Hold six (6) Meet-Ups including one IDEA- focused event to promote engagement with membership, share ARCS IDEA work to date, and solicit feedback

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## Communications Sub-Committee

**FY24 Charge:** Identify and implement the most effective and inclusive methods of communicating with and delivering content to ARCS members and a diverse public. Work with ARCS leadership and committees to connect platforms with content. Promote Member Review of Board online feedback tool and IDEA meetup. Develop creative and intentional ways to integrate more accessible practices into communication to diversify member and non-member engagement.

**Strategic Plan Goals/IDEA Plan of Action:** Goal 1 and 3/Short Term III. A.i (Short Term), II. A-B (Medium Term)

**FY24 Outcomes:**

- Communicate ARCS events and activities in a cohesive and inclusive manner across platforms including social media and ARCS Update

**FY24 Metrics:**

- Increase audiences and engagement by 5%

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## Mentorship Program Sub-Committee

**FY24 Charge:** Oversee the ARCS Mentorship Program by recruiting and matching mentors and mentees.

**Strategic plan goals/IDEA Plan of Action:** Goal 1-3/II. A-B (Medium Term), II. C (Long Term)

**FY24 Outcomes:**

- Hold two rounds of mentor matching per calendar year
- Match a maximum of 30 mentees per round

**FY24 Metrics:**

- Matching a maximum of 60 mentees per calendar year
- Finding appropriate mentors for mentees
- Reviewing matches to ensure positive outcomes for mentees and mentors

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## Membership Development Sub-Committee

**FY24 Charge:** Support the Membership Engagement Committee by attracting new members of all categories, including emerging professionals from North, Central, and South America. Evaluate the possibility of contacting other continents. Identify and develop strategies for increasing ARCS membership.

**Strategic plan goals/IDEA Plan of Action:** Goal 3/II. B (Medium Term) Defining intentional ways to integrate more accessible practices for a diverse and global community by helping to create standards that take into account various backgrounds and geographic locations. III. A.a.i. (Medium Term) Recommend and organize programming that is accessible to communities outside the United States. III. C

**FY24 Outcomes:**

- Schedule monthly member meetings
- Coordinate and facilitate the first annual “Ask Collection Stewardship” day
- Collaborate with Global Connections to attract new emerging professionals to ARCS
- Continue to work 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

**FY24 Metrics:**

- Track the numbers of emerging professionals in ARCS
- Track the numbers of ARCS members in new countries

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## Emergency Sub-Committee

**FY24 Charge:** Develop and implement emergency preparedness and response training, programs, resources, and workshops in response to evolving ARCS membership needs.

**Strategic plan goals/IDEA Plan of Action:** Goals 1 and 2; II. B (Short Term), II. B (Medium Term), II. A-B (Long Term)

**FY24 Outcomes:**

- Provide updated and informed resources, programs, training, and workshops to the ARCS membership on emergency preparedness and response
- Work across multiple ARCS committees, sub-committees, and task forces to develop partnerships and ensure broad reach of emergency information
- Continue to work with other professional organizations to partner on emergency programs with particular interest in modeling Inclusivity, Diversity, Equity, and Access
- Support the function and role of the Heritage Emergency National Task Force (HENTF)

**FY24 Metrics:**

- Develop and implement a program, training, or resource monthly to build the ARCS memberships' comfort level regarding emergencies

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## Programming Sub-Committee

**FY24 Charge:** Identify, create, and present or otherwise make available educational content based on the approved Education Committee schedule. Work with other ARCS committees to help ensure all content is relevant and responsive to the various priorities, preferences and experiences of our membership. Ensure programs are inclusive and accessible to all. Collaborate with the Educational Resources Sub-Committee to create and make available accessible, program-based resources for members.

**Strategic plan goals/IDEA Plan of Action:** Goals 1, 3, and 4/II. B (Short Term), III. B (Medium Term), III. B (Long Term)

**FY24 Outcomes:**

- Develop, schedule, and implement regular FY24 programming
- Develop sustainable regularly scheduled 12-24-month thematic programming that meets the top needs and desires of the ARCS membership, while also considering the IDEA Plan of Action
- Collaborate with other committees to implement programming objectives
- Centralize the programming submission process so there is consistency and effective calendar distribution of educational events
- Explore opportunities to partner with adjacent organizations and provide additional programming and cross participation
- Collaborate with the Standard Operating Procedures Task Force to develop procedures for planning and hosting programs

- Allow for additional programming on an ad hoc basis to address new or changing issues of importance to the membership as well as terminate any existing programming that is not meeting its objectives

#### **FY24 Metrics**

- Develop and execute a consistent schedule of virtual programs and in-person workshops for FY24 highlighting evergreen topics and specialty programs
- Program topics should be diverse and represent various types of institutions
- Create standard operating procedures for programs and updated rate schedules for programs
- Create a marketing plan to equal or best attendance forecasted in FY24 budget

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### Courier Training Guidelines Sub-Committee

**FY24 Charge:** Support the Education Committee by providing guidelines and tools for courier best practices for various collections while representing the diverse needs and experience of collections care professionals.

**Strategic plan goals/IDEA Plan of Action:** Goal 1/II. B (Medium Term) Defining intentional ways to integrate more accessible practices for a diverse and global community by helping to create standards that take into account various backgrounds and geographic locations, III. A (Medium Term) Build relationships and partner with networks and organizations outside ARCS' current network, such as special interest or affinity groups.

#### **FY24 Outcomes:**

- Monitor evolving methods of courier practice and share with membership
- Collaborate with ARCS colleagues as well as national and global partners to develop training sessions, materials and resources that are accessible for all skill levels
- Ensure opportunities for free programming or scholarships to workshops are available
- Promote standards and transparency for art shipping partners to better support registrars with art transits and courier arrangements

#### **FY24 Metrics:**

- Identify ARCS opportunities for focused courier training such as virtual and in-person workshops
- Collaborate with UK/EU Registrar constituents to expand training for Courier Framework and consider how to present the workshop on a regular basis as a standard for courier instruction
- Develop Shipper's Fleet Report for art shipping companies to complete that documents information about vehicles, shipping protocol and practice
- Hold informational sessions for shippers to communicate the Shipper's Fleet Report initiative and invite companies to submit the report
- Present information about the project to members at ARCS annual meeting in November 2023

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### Educational Resources Sub-Committee

**FY24 Charge:** Curate and refine ongoing resource submissions to the ARCS resource kit to promote skill building, improve access to best practices and support professional development. Research and design a



more efficient and accessible web interface for both member and non-member resources. Stimulate greater contribution efforts by the wider ARCS community to the resource kit through active collaboration with ARCS committees and leadership.

**Strategic plan goals/IDEA Plan of Action:** Goals 1 and 2/II. B (Short Term, Medium Term, and Long Term)

**FY24 Outcomes:**

- Provide up to date, relevant and easy to find resources to the ARCS community.
- Provide resources from varying perspectives on collections care and involving different collections types
- Provide emerging professionals with information on available museum studies programs culled by the Certification Feasibility Task Force
- Explore the feasibility of providing downloadable sample documents to the Resource Kit with the ARCS Administrator
- Make the Resource Kit more accessible and easier to navigate with the ARCS Administrator and web developer
- Engage consistently with ARCS updates, social media, and collaborate with ARCS committees to provide relevant resources from varying perspectives

**FY24 Metrics:**

- Reorganize and review existing material in the resource kit
- Upload the 2022 conference recordings and handouts to the Resource Kit
- Add the Certification Feasibility Task Force findings to the Resource Kit
- Create a glossary of terms for the Resource Kit homepage
- Disseminate survey to ARCS committees for updating the Resource Kit

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## Conference Committee

**Charge:** This committee is divided into two subcommittees: Content and Community. Both subcommittees assume responsibility for the intellectual content of conferences, including sessions, posters, and keynotes, as well as responsibility for creating and implementing a variety of programming for attendees to participate in outside of conference sessions. Collaborate with other ARCS committees to create a meaningful and comprehensive experience for the attendees. Along with Talley and the ARCS Board, develop a well-informed and well-rounded conference to be held November 7-10, 2023. Meet at least once a week for one hour until November 2023.

**Strategic plan goals/IDEA Plan of Action:** Goal 1-4/II. B-D (Short Term), II. A-C (Medium Term), III. A-B (Medium Term), II. A, B, D (Long Term), III. A-C (Long Term)

**FY24 Outcomes:**

- Create a cohesive conference program that includes informative and timely sessions related to the conference theme and museum field as well as social and networking events
- A slate of session and conference programming that ensures a balance representing various

institution sizes and foci (i.e., small to large institutions and art vs. non-art museum topics)

- Utilize the services of Talley including conference logistics, coordination and management of speakers and attendees, and creation of an accessible, inclusive, and user-friendly experience

**FY24 Metrics:**

- Break even or generate revenue on conference budget
- Number of participants should be what was forecasted in the FY24 budget or higher
- Number of international participants should be the same number as in 2019 (last in-person conference) or higher

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## Member Advocacy Committee

**FY24 Charge:** Articulate the centrality of collections specialists by advocating for membership and the profession through education, outreach and elevating best practices. Ensure that diverse voices are supported and strengthened in the collections industry.

**Strategic plan goals/IDEA Plan of Action:** Goals 1-3/II.B (Medium Term), II.B (Long Term)

**FY24 Outcomes:**

- Finalize the Pay Equity Statement
- Complete webinar on museum salary and compensation
- Create detailed proposal for how a job fair would work and list of potential partners
- Present ideas to decrease ableism to the [IDEA Task Force] (?)
- Establish successful internal collaboration with different ARCS Committees

**FY24 Metrics:**

- Publish Pay Equity Statement
- Produce webinar on museum salaries and compensation
- Incorporate resources on decreasing ableism in the IDEA Plan of Action.

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## Global Connections Committee

**FY24 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/IDEA Plan of Action:** Goal 1-3/II. B (Medium Term) Define intentional ways to integrate more accessible practices for a diverse and global community by helping to create standards that take into account various backgrounds and geographic locations. III. A (Medium Term) Recommend and organize programming that is accessible to communities outside the United States. III. C (Long Term)

**FY24 Outcomes:**

- Create one webinar per year as part of the Global Connections Series started in FY22 in

- collaboration with the Program Sub-Committee
- Collaborate with the Conference Committee on an FY23 internationally-minded conference program
- Collaborate with the Membership Development Sub-Committee to attract new international emerging professionals to ARCS

**FY24 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

**FY24 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/IDEA Plan of Action:** Goal 1-4/III. B (Medium Term), III. B (Long Term)

**FY24 Outcomes:**

- Formalize and establish long standing relationships with other relevant organizations (e.g., ERC, AAM, AASLH, SPNHC, regional museum organizations)
- Create partnership formation tools

**FY24 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