

# Committee Charges Revitalization

[Strategic Plan 2023-2028](#)

[ARCS IDEA Plan of Action](#)

## **Executive Committee**

**Charge:** As defined in the ARCS Bylaws, the Executive Committee consists of the ARCS President, Vice President, Treasurer, and Secretary. The Executive Committee acts on behalf of the Board of Directors between Board meetings and works with the Board to set the overall tone and vision of the organization. The Executive Committee oversees administrative, financial, managerial, and IDEA implementation, and the approval of programmatic activities and requests.

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

## **Nominations / Leadership Development Committee**

**Charge:** The Nominations Committee, as mandated by the ARCS Bylaws, issues the call and conducts the review of a slate of candidates for Board members annually. The committee evaluates the leadership needs of the Board with guidance provided by Board Appointed Members to the Committee.

The committee supports the solicitation, search, and coordination of interested volunteers to fill open committee positions, Chair leadership positions, and supports the onboarding processes for confirmed volunteer appointments within the Association. The Committee does this through publishing Calls for Volunteers, reviewing application materials, and liaising between Association committees and their leadership.

The Committee works with Association leadership, including Board members, Chairs, and general Committee Members to identify the critical perspectives, attributes, and experience necessary to achieve the goals of the Association.

The Committee supports Volunteers in active service to the Association through volunteer outreach, guidance on volunteer management, and direction through policy and procedure in accordance with the Volunteer Code of Conduct. The Committee is responsible for introducing Volunteers to the Associations policies and procedures, supporting Volunteers for the duration of their terms, and gathering feedback from Volunteers about their time serving before their departure from the Association.

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

## **Finance Committee**

**Charge:** Maintain the investment plan created by the Finance Committee in consultation with the selected investment firm. Draft a strategy-based Budget for the upcoming fiscal year and issue a budget forecast mid-year. Provide financial reports and monitor all financial transactions in consultation with the selected management firm. Conduct an annual review of financial policies, consult with accountants to file a 990 and conduct a review or audit.

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

## **Fundraising Sub-Committee**

**Charge:** The Fundraising Committee works closely with the Board of Directors, contractors, and volunteers to identify, evaluate, and manage funding opportunities, including individual contributions, grants, sponsorships, corporate partnerships, and special events. The committee cultivates relationships with current and prospective donors to support and sustain the varied programs and operational activities directing our Mission.

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

## **Membership Engagement Committee**

**Charge:** Conduct regular membership research to recognize the needs of ARCS' members. Assist committees and 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 committees, subcommittees, task forces, and the Board.

**Strategic plan goals/IDEA Plan of Action:** Goals 1, 2, 3/III. A (Short Term)

## **Awards Sub-Committee**

**Charge:** Evaluate and administer membership award program. Implement and award internship stipends and professional recognition awards along with conference registration awards. Identify, develop, and implement new ways to offer financial support for other ARCS programs and events, including webinars, and in-person workshops by collaborating with other ARCS committees/subcommittees including Fundraising and Programming.

**Strategic plan goals/IDEA Plan of Action:** Goal 2/II. B (Medium Term)

## **Meet-Ups Sub-Committee**

**Charge:** Develop and organize informal in-person and virtual gatherings to encourage discussion of topics and disciplines and to share collections and registration challenges, questions, or successes. Build and sustain a community amongst collections and registration professionals that promotes networking.

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

## **Communications Sub-Committee**

**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. 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/III. A.i (Short Term), II. A-B (Medium Term)

## **Mentorship Program Sub-Committee**

**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)

## **Membership Development Sub-Committee**

**Charge:** Identify, develop, and implement strategies for increasing ARCS membership including emerging and existing collections professionals.

**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.

## **Education Programming Committee**

**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.

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

## **Educational Resources Sub-Committee**

**Charge:** Support ARCS by highlighting new areas of knowledge and evolving policies impacting diverse communities within culture work. The Educational Resources Sub-Committee solicits, accepts, vets, and organizes any and all relevant resources so that ARCS members stay informed, educated, and up to date on all current trends, practices, procedures, recommendations, and thinking in the collections professional field. The Educational Resources Sub-Committee maintains an easily accessible virtual library of all educational resources, for both ARCS members and non-members.

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

## **Conference Committee**

**Charge:** Develop, along with event management group and the ARCS Board, a well-informed and well-rounded bi-annual in-person conference. This committee is divided into two subcommittees: Content and Community. The Content Committee will direct the content (intellectual content of the conference, including sessions, posters, boardrooms, and keynotes) and the Community Committee will direct the creation of various programs and events within venues unique to the Host City location for attendees to participate in outside of sessions (this may include pre-conference tours and social networking nights). The Conference Committee Chairs may ask members from other ARCS committees to join or liaise with the Conference Committee and work collaboratively under the guidance of the Conference Committee Chairs.

**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)

## **Advocacy Committee**

**Charge:** Advance and support the field of registration and collections specialists through actionable resources and policies that reflect the mission of the ARCS organization and the field at large.

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

## Partnerships

**Charge:** Advance and foster meaningful partnerships with organizations and groups to benefit ARCS's strategic plan.

### **Strategic plan goals/IDEA Plan of Action:**

- Strategic Plan
  - Goal 1-3
  - Goal 1-4
- IDEA Plan of Action
  - II. B (Medium Term)
  - III. A (Medium Term)
  - III. B (Medium Term)
  - III. B (Long Term)
  - III. C (Long Term).

## IDEA Implementation Committee

Committee and Board participants collaboratively guide the association's structural and educational activities toward inclusive, diverse, equitable and accessible practices. The committee ensures the successful implementation of the ARCS IDEA Plan of Action and biannually reviews and revises the plan, as needed, for its effective impact throughout the organization.