

# Education Committee

Revised April 2011  
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## **Purpose:**

The mission of the Education Committee is to implement the education goals of New England Archivists (NEA) by planning and coordinating pre-professional and continuing education in archival theory and practice. Such education is to be planned to meet the needs of both NEA members and others with responsibility for, or an interest in, records of enduring value.

## **Members/Terms of Office:**

Chair: 3 year term. Committee consists of at least 6 people on rotating 3-year terms.

## **Chair Major Duties:**

- Works closely with the Program Committee, Local Arrangements Committee, and Treasurer to coordinate professional development opportunities for members of the archival profession at semiannual meetings and regional sites.
- Maintains regular communication with additional committees and officers to ensure other crucial aspects of workshop planning are considered.
- Works with other regional and national archival and allied professional groups to develop, coordinate, and implement educational offerings.
- Organizes workshops for beginning, mid-level, and advanced archivists, with topics based on long-range plans, member surveys, and recommendations proposed by members, workshop participants, and other interested parties.
- Creates and maintains roster of potential instructors, sites, and topics for workshops as well as invites and encourages prospective instructors, institutions, and interested parties to approach and propose to the committee ideas for educational offerings.
- Creates and maintains templates and standardized forms for proposing and finalizing workshops, conveying NEA policy regarding workshops, creating budgets and advertising for workshops, submitting financial information to the treasurer, and other aspects of the planning process.
- Ensures workshops are planned and conducted efficiently by following guidelines and steps outlined in internal planning documents.
- Submits budget to the Treasurer.
- Attends all regularly scheduled NEA Board meetings
- Submits a written report to the Board before each Executive Board meeting.
- Regularly publicizes upcoming events/activities to membership
- Arranges with the NEA Archivist for the orderly transfer of the committee records to the Archives.

## **Education Committee – Additional Information and Detail**

The general role of the Education Committee (EC) is to, in conjunction with the Program Committee, Local Arrangements Committee, and Treasurer, provide professional development opportunities for members of the archival profession at biannual meetings and regional sites (as volunteers, budgets, schedules, and available instructors and facilities permit).

Because the duties involved are numerous, multiple guides have been drafted for major areas. This document is intended to serve as a more detailed, but not exhaustive, overview of the major duties. For a full listing of all duties, all guides must be consulted. A list of pertinent documents is located at the end of this document.

### **Workshop Planning**

At our biannual meetings, we plan educational workshops to complement the program of sessions, discussions, and speakers. These meetings typically occur in the spring and the fall. Planning workshops at biannual meetings requires us to solicit, negotiate, and coordinate with instructors as well as other participating NEA committees to ensure that all parties are provided with the necessary information and support to host successful workshops.

Throughout the year we also hold “floating” or “stand alone” workshops. These vary in number based on opportunity, committee availability, and/or perceived need by the larger archival community. They require the Education Committee to manage and execute all aspects of workshop planning, including tasks normally supported by other NEA committees at our biannual meetings, including (but not limited to) securing a location, publicizing, and performing registrar duties.

### **Expectations Summary**

All members of the Education Committee are expected to participate in all aspects of workshop planning. While there will be room for flexibility, there are specific duties that must be fulfilled in order to ensure that workshops are successful. New members to the committee will be assisted by senior members and the chair during their first year of service so that roles and responsibilities are clear and so that learning is cyclical and passed on from experienced members to new members. In addition, committee members will ensure that we document and regularly update our roles and responsibilities, so that all current and potential members understand the internal and external functions of the education committee.

Generally, each committee member will take on a specific role for a meeting or floating workshop (the duration lasting from the initial planning to the follow-up after the “day of”), after which time they can either switch to a new task or repeat their role in subsequent planning, depending on the consensus of the committee members and EC Chair. Guides describing specific roles have been created to both orient new members and act as a continued reference for experienced members. We also use standardized forms and letters to handle the various aspects

of workshop planning from the initial instructor contact to reimbursing instructors for their time and efforts, to further systematize the workshop planning process and make our work more productive and effective

All members are expected and encouraged to, regardless of specific duty: familiarize themselves with EC policies and procedures; independently suggest and research possible workshop topics, locations, and instructors; solicit and direct feedback about workshops to the committee, and encourage graduate students in archives programs to contribute their ideas and volunteer their time to the committee, as feasible and appropriate.

### **Details of Major Duties**

#### **Chair (1)**

- Liaisons with the Representative at Large and other NEA Board members at Board meetings.
- Proposes budget annually; presents items requiring action (workshop fee abnormalities, co-sponsorships, etc.) to the NEA Board on an ongoing basis.
- Coordinates work of committee members.
- Evaluates and approves Workshop Proposals and Contracts.
- Liaisons with institutions and local arrangements chairs, if appropriate (biannual meetings only) in cases of cosponsorships.
- Resolves any conflicts that might arise during the workshop planning process.
- Processes honorarium and reimbursements for workshops in conjunction with the Treasurer.

#### **Committee Members (at least 6)**

- **Registrar - regional (1):** handles all aspects of registration (receiving and properly processing payments, sending payments to registrar at end of workshop, receiving and responding to questions from potential and actual registrants, communicating with Education Committee Chair on a regular and timely basis) for stand-alone, or “floating” workshops.  
*Term:* from registration start time to day before/of workshop (depending on day of representative coverage).
- **Day-of-representative (1):** For biannual and stand-alone workshops, ensures local arrangements are in place, greets instructors, distributes and collects evaluations, collects receipts and other information for reimbursements, handles instructor needs/requests according to NEA policy, forwards necessary documentation to Chair and reports on how the workshop went.
  - **Stand alones:** Ideally, this task is handled by the workshop planner for stand-alones (who will know what to expect on the day of the workshop). If the planner for a stand-alone is not able to fulfill this role, this role can be assigned to another Committee member.

- **At-meeting workshops:** A single individual (rather than the planner for each workshop) can be agreed upon by committee members. This should be decided well in advance of the meeting date so the chair (who will synthesize information about each workshop from each workshop planner) can communicate exactly what is needed to be distributed, collected, etc...on the day of the workshop.  
*Term:* one day (of workshop)
- **Workshop planner (variable):** handles all aspects of workshop planning for at-meeting and floating workshops, including identifying topics, instructors, and locations (for stand alones), contacting and negotiating the Workshop Proposal and Contract, explaining NEA policies and guidelines, coordinating with day of representative and registrar (for stand alones), etc.  
*Term:* duration of workshop planning. (at least 6 months in advance of workshop date)
- **Local Arrangements/Program/Web Liaison (1):** contacts Chairs of LA/Program committees, either attends meetings or gets CCed on their group emails, communicates needs of Education Committee to LA/Program committees and relays LA/Program committee needs to Education Committee members and chair. Makes sure relevant pages on the NEA website are up to date; communicates with Web Chair; creates ideas for improving Education Committee page on the NEA website.  
*Term:* ongoing or seasonal, up to discretion of committee.
- **Student member:** possible duties include assisting with / shadowing day of duties, surveying other students for suggestions for workshops, contributing to website content, etc.  
*Term:* 1 year (tentative).

Documents to consult:

All Education Committee members should reference and utilize the most current versions of the following documents (ask Chair for most current version if not available electronically on the NEA website):

Guides

Meetings\_Guide\_Chair

Meetings\_Guide\_Workshop Planner, Day Of

Standalones\_Guide\_Chair

Standalones\_Guide\_Workshop Planner, Day Of, Registrar

Basic “making it official” documents

Workshop\_Instructor Query

Workshop\_Proposal

Workshop\_Contract

Workshop\_Budget Template

Day-of and post-workshop documents

Workshop\_Evaluation

Workshop\_Payment Inventory

Workshop\_Receipt\_Substitute

Workshop\_Instructor thanks

Stand-alone specific tools for Registrar

Workshop\_Receipt\_Stand Alones

Workshop\_Registration\_Stand Alones