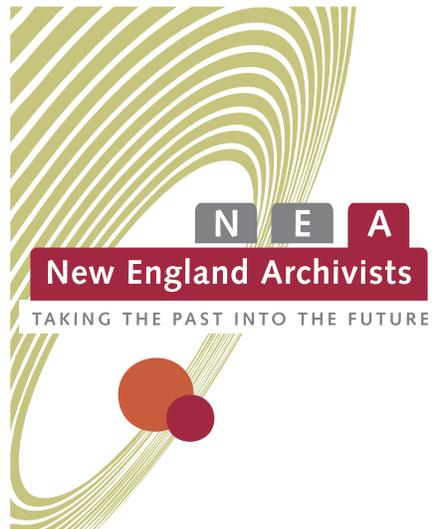


NEW ENGLAND ARCHIVISTS STRATEGIC PLAN 2016-2020



APPENDIX A: TIMELINE

2016

JANUARY

- ▶ The NEA Executive Board liaison to the Regional Archival Associations Consortium (RAAC) will take responsibility for monitoring and soliciting in the areas of archival advocacy and working with the Communications Committee and the RAAC to release statements on behalf of NEA. **(4.1.1. ADVOCACY AND OUTREACH)**

MARCH

- ▶ Create a sustainable dedicated leadership structure for NEA's Mentoring initiative within the Membership Committee. **(4.2.1. COMMUNITY)**

JUNE

- ▶ The NEA Executive Board, in collaboration with the Membership and Communications Committees, and/or a task force (if appropriate), will develop workflows to facilitate raising awareness of archival advocacy issues through the RAAC. **(4.1.1. ADVOCACY AND OUTREACH)**
- ▶ The Executive Board will create a list, to be added to the meeting manual for consideration by Program Committee chairs when planning bi-annual NEA meetings, of inclusive and participatory activities and strategies to encourage increased mingling and participation within meetings. **(4.2.2. COMMUNITY)**

SEPTEMBER

- ▶ Launch a formalized mentoring initiative based on the recommendations of the MTF. **(4.2.1. COMMUNITY)**
- ▶ The Representatives-at-Large, in collaboration with the IDC, will review application policies and procedures for conference scholarships with the goal of clarifying expectations and increasing participation. **(4.5.3. INCLUSION AND DIVERSITY)**
- ▶ The Communications Committee, in collaboration with the IDC, will establish a communication plan to increase awareness of conference scholarships. **(4.5.3. INCLUSION AND DIVERSITY)**

2017

JANUARY

- ▶ NEA will establish the Community Engagement Coordinator (CEC) as a non-voting Executive Board Member, to increase public appreciation and understanding of archives. **(4.1.2. ADVOCACY AND OUTREACH)**
- ▶ The Representatives-at-Large will create an updated organizational chart for the website, improve the transparency of the application process for volunteering and nominating, and formalizing the process so that members have a clear sense of how to get involved in NEA leadership service. **(4.2.2. COMMUNITY)**
- ▶ The Membership Committee, in collaboration with the Web Coordinator, will investigate an expansion of the functionality of the membership database to include more detailed information — such as profile pictures, skill-set descriptions, geographic data, and self-identified one-on-one mentoring interest — so that members can better connect with nearby colleagues and those with expertise relevant to their work. **(4.2.2. COMMUNITY)**
- ▶ The Executive Board will restructure the Membership Committee to give each member a specific role/area of responsibility, such as: Chair(s), Development, Membership survey creation and analysis, Mentoring, Meet-up organization, Outreach to new and lapsed members, Membership Secretary (non-voting Board Member) **(4.3.1. DEVELOPMENT)**
- ▶ The Executive Board will institutionalize Board and member time and fiscal contributions to NEA awards and scholarships through new online donation tools, with targeted outreach and increased publicity. **(4.3.3. DEVELOPMENT)**
- ▶ The Inclusion and Diversity Coordinator (IDC) will complete the Contingent Employment Survey (CES) using a targeted online questionnaire and in-depth one-to-one interviews to assess the labor conditions and professional needs of contingently-employed archivists in the New England region. Submit final report and recommendations for the CES to the Board in January 2017 and submit an article version of the CES findings and recommendations to a relevant professional journal for consideration. **(4.5.2. INCLUSION AND DIVERSITY)**

MARCH

- ▶ The Inclusion and Diversity Coordinator (IDC), in collaboration with the Communications Committee, will integrate promotion of resources to support access and accommodation at NEA events for individuals with particular physical, cognitive, or other accessibility needs into the production of all relevant organizational literature (brochures, emails, website updates). **(4.5.1. INCLUSION AND DIVERSITY)**

JUNE

- ▶ The Community Engagement Coordinator (CEC) will work with the NEA Web Coordinator to create a space on the website for general resources about archives for the general public. **(4.1.2. ADVOCACY AND OUTREACH)**
- ▶ Create a method for NEA members to independently identify opportunities for informal, one-on-one mentoring, so that members of any experience level or career stage may seek out mentoring relationships. **(4.2.1. COMMUNITY)**
- ▶ The Executive Board will implement, based on the findings of the Conference and Educational Platform Task Force (2015), a more robust long-distance communication and collaboration infrastructure to make non-Boston area collaboration more effective. **(4.2.2. COMMUNITY)**
- ▶ In conjunction with the IDC, the Executive Board will develop a plan to target non-Massachusetts members for volunteer opportunities. **(4.2.2. COMMUNITY)**
- ▶ The Inclusion and Diversity Coordinator (IDC) will host a brainstorming session to gauge interest in a series of programs on work/life balance. If interest is strong enough, a task force will be appointed to develop programming on this issue to be launched by September 2018. **(4.3.4. DEVELOPMENT)**
- ▶ The Education Committee will identify and develop web-based resources, such as skillshares, for frequently requested educational topics that will allow the membership to gain basic, immediate knowledge of a subject or resource. **(4.4.1. EDUCATION)**
- ▶ The Education Committee will develop a tiered workshop structure, with tiered pricing, that offers continuing education opportunities along three tiers (beginner, intermediate, and advanced) in order to better serve our entire membership. **(4.4.2. EDUCATION)**
- ▶ The Executive Board, advised by the Conference and Education Platform Task Force (2015), will offer at least one low-cost, no-travel option for accessing in part or in full all NEA conferences, workshops, and business meetings through streaming, webinars, or similar means. **(4.5.3. INCLUSION AND DIVERSITY)**

DECEMBER

- ▶ The CEC will develop guidelines for organizing a day of service, defining responsibilities for volunteers, host institutions, and organizers, which will allow members, either independently or in conjunction with the Roundtable for Early Professional and Students (REPS), to initiate days of service throughout New England. **(4.1.2. ADVOCACY AND OUTREACH)**

2018

JANUARY

- ▶ Building on the work of the Constituency Task Force (CTF), the Executive Board and/or a task force (if appropriate) will identify geographic areas within NEA and propose a structure for localized leadership, which will ultimately have responsibility for coordinating locally focused programming and events. **(4.2.2. COMMUNITY)**
- ▶ The Membership Committee should consider whether to rename the committee (i.e. Membership and Development Committee or Member Services Committee), based on new duties and charge. **(4.3.1. DEVELOPMENT)**
- ▶ The development member(s) of the Membership Committee and/or a Task Force (if appropriate), will perform a comprehensive review of newsletter and other NEA outreach tools in light of vendor support. **(4.3.3. DEVELOPMENT)**
- ▶ The Education Committee will develop at least one education workshop for mid-career archivists on salary negotiation and career advancement. **(4.3.4. DEVELOPMENT)**
- ▶ The IDC will develop a “best practices” stylesheet for language and selection of visuals to represent our diverse professional community in print and online communications in order to increase the visual and verbal representation of the diversity within NEA in print and online literature, press releases, and other forms of institutional communication. **(4.5.1. INCLUSION AND DIVERSITY)**

MARCH

- ▶ The CEC will be responsible, in collaboration with the Spring Meeting Program Chair, for overseeing the NEA Spring Meeting Day of Service and implementing low-cost or free educational opportunities for non-archivists (such as how to care for personal records or how to use archives) at the annual meeting (or when requested or required). **(4.1.2. ADVOCACY AND OUTREACH)**

JUNE

- ▶ Members dedicated to development on the Membership Committee will, aided by membership survey data and the Development Task Force final report (2013), define development for NEA, identify priorities for funding opportunities, identify new and existing sources of funding, and explore, in cooperation with the NEA Treasurer, sustainable and responsible financial planning, defining areas that will benefit from development. **(4.3.2. DEVELOPMENT)**

- ▶ The Membership Committee and/or a Task Force (if appropriate), will develop a policy and procedures for outreach to retired and lapsed members with invitations to stay involved as presenters, workshop leaders, and newsletter contributors. **(4.3.4. DEVELOPMENT)**
- ▶ The Education Committee will implement a system with clearly defined processes for hosting and successfully marketing webinars on a variety of topics, such as those offered by SAA, with the goal of mitigating issues of cost and distance and reaching a greater number of participants. **(4.4.1. EDUCATION)**
- ▶ The Education Committee, in collaboration with the CEC, will create a mechanism for institutions to request low-cost basic archival training to their employees, volunteers, NEA members and other interested parties. **(4.4.2. EDUCATION)**
- ▶ By June 2018, the CEC, in conjunction with the IDC and/or a task force (if appropriate), will establish a working group to develop resources for archival outreach to K-12 students and teachers. The CEC will encourage participation of NEA members as judges for National History Day, the annual history competition for 6-12 graders, reach out to all state-level NHD organizations to find out how NEA members can volunteer to serve as judges, and aim to have at least one NEA member participating annually in each of the state competitions. **(4.5.2. INCLUSION AND DIVERSITY)**

SEPTEMBER

- ▶ If interest is strong enough for a series of programs on work/life balance, a task force will be launched by the Inclusion and Diversity Coordinator (IDC) to develop programming on this issue. **(4.3.4. DEVELOPMENT)**

2019

JANUARY

- ▶ The Education Committee will offer workshops on topics relating to archival advocacy and grant writing. **(4.1.1. ADVOCACY AND OUTREACH)**
- ▶ The Executive Board, under the leadership of the IDC and the CEC, will establish a two-year working group and/or a task force (if appropriate), to develop an outreach plan for staff and volunteers in four underrepresented repository types: public library history rooms/archives, local historical societies, religious archives, and school (K-12) archives. **(4.5.2. INCLUSION AND DIVERSITY)**

MARCH

- ▶ The IDC and/or a task force (if appropriate), will formalize and document a planning checklist for planners of NEA events to ensure baseline accessibility and procedures for requesting and accessing additional access and accommodation services for NEA events. **(4.5.1. INCLUSION AND DIVERSITY)**

2020

JANUARY

- ▶ The CEC and/or a task force (if appropriate) will create and promote a speakers bureau to present information on the field of archives and network with groups such as school, historical societies, related professions, and allied organizations. **(4.1.2. ADVOCACY AND OUTREACH)**
- ▶ The Vendor Coordinator will increase vendor support of programs, awards, and scholarships by 20%. **(4.3.3. DEVELOPMENT)**
- ▶ The development member(s) of the Membership Committee, in coordination with the Treasurer, will take steps towards ensuring that all named awards and/or scholarships are financially stable and sustainable. **(4.3.3. DEVELOPMENT)**
- ▶ The Executive Board, Communications Committee, and the IDC will increase application rates for scholarship funds by 50%. **(4.5.3. INCLUSION AND DIVERSITY)**