

ACA CALL FOR VOLUNTEERS

Do you want to contribute to the ACA and help deliver on its commitment to build a dynamic and progressive records and archives profession?

Creating vital, comprehensive and engaging programming begins with volunteer committees that represent many diverse backgrounds and viewpoints of the wide variety of archives and records professionals.

We are actively recruiting volunteers for the following leadership roles:

Education Committee

This committee is responsible for designing and implementing professional development programs for the ACA. Presently, the committee is working on two tasks, the revision of the education guidelines for graduate programs and the offering, in conjunction with the Program Committee, of a concurrent professional development track at #ACA2019 in Toronto. The committee is seeking expressions of interest for the following positions:

One Student Member who is currently enrolled in a graduate archival program, or an archival concentration in a graduate LIS program. This member will provide key insight into the current and future educational needs of emerging recordkeeping and archives professionals.

One Educator Member who has experience teaching archival studies at a university in Canada, either full time or as adjunct.

One Member with an interest or experience in professional development and/or continuing education for recordkeeping and archives professionals.

Ethics Committee

This committee reviews and advises the Board of Directors on ethical matters faced by the Association and reviews the Association's Code of Ethics on a regular basis. The committee is seeking expressions of interest for the following positions:

Three Members with an interest in information ethics as they apply to recordkeeping and archival professions, records preservation, and documentary heritage.

Governance Committee

This committee is responsible for ensuring transparency, efficiency and effectiveness in the governance of the association. Presently, the committee is working on revised policy for member participation through electronic voting and assisting with the implementation of the 2018-2021 strategic plan. The committee is seeking expressions of interest for the following positions:

Three Members with an interest and background in non-profit management, policy development and/or strategic management.

Finance Committee

This committee is responsible for working with the ACA Treasurer and Executive Director to ensure that the ACA remain financially healthy and uses funds for enhancing member services. Currently, the committee is looking at possibilities for establishing a scholarship funds for emerging professionals and to supporting work toward a diversity framework. The committee seeks expressions of interest for the following positions:

Three Members with interest or experience in managing non-profit organizations, budgeting and/or strategic planning.

Outreach Committee

This committee is responsible for developing and managing communications within the ACA and between the association and its members and community partners. Over the next year, the committee will be working closely with the board and staff to develop a refreshed social media presence and communications plan to align with the ACA strategic plan, 2018-2021. The committee is seeking expressions of interest for the following positions:

One Member with an interest or experience in corporate communications, public relations and/or publishing who can help develop a strategic communications plan for the association.

Two Members with an interest or experience in developing outreach strategies and tools, including social media, blogging, writing and/or coordinating communications to be included on the ACA's Twitter, Facebook, and website.

Membership Committee

This committee is responsible for promoting membership in the ACA, recommending and developing new benefits and services for members, and coordinating programs to enhance the member experience. The committee works to identify sources of new members and coordinates the Mentorship program. The committee is seeking expressions of interest for the following positions:

One Member who represents an institution to help with the development of a white paper on ACA institutional membership and membership revitalization.

Representative to the Canadian Commission for UNESCO

The Sectoral Commission for Culture, Communications and Information is an advisory committee to the Canadian Commission for UNESCO. As the ACA's representative the representative will provide input on archival matters.

One Member who represents an institution with knowledge of UNESCO's work, with the ability to provide input as needed into consultations and attend Annual General meetings as may be needed.

The ACA believes that a professional and intellectual community is enriched and enhanced by diversity along a number of dimensions, including, but not limited to, race, ethnicity and national origins, gender and gender identity, sexuality, class and religion. We are especially committed to increasing committee participation by members from groups that have been historically underrepresented in the records and archives profession. We encourage applications from ACA members at any stage of their careers and from all backgrounds.

To apply for any of these positions, please contact the ACA Governance Committee with an expression of interest by email to vicepresident@archivists.ca.

If you have any questions, please don't hesitate to ask either myself or Jo McCutcheon at the office at (613) 234-6977 ext. 302 or by email to executive.director@archivists.ca.

On behalf of the ACA Governance Committee,



Rebecka Sheffield, Chair & VP