

ARCHIVES COMMITTEE PROCEDURES MANUAL

PURPOSE OF THE COMMITTEE

The purpose of the Archives Committee is to collect and preserve the history and vital information of CACRAO.

RESPONSIBILITIES OF THE CHAIR

The Chair of the Archives Committee is appointed by and reports to the CACRAO President. A Vice-Chair is to be selected by the committee to serve for a one year appointment and the Vice-Chair will serve in the absence of the Chair. The Chair's responsibilities include:

- Collecting materials of historical importance to CACRAO
- Preserving records, reports, publications, pictures and other materials and memorabilia pertaining to the business and or activities of CACRAO
- Attending the Annual Meeting

SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by **January 15**. The Executive Committee will provide a list of interested members. While not specified in the Constitution, the Chair should select five or more committee members, making calls to each to get a verbal commitment before confirming in writing or email.

When selecting the committee members, the Chair should, to the maximum extent possible, ensure that the composition of the committee is representative of the diversity within the CACRAO membership in institutional type, geographic location, gender, and ethnicity. The Chair should solicit additional members, if necessary, to create the proper balance. Consideration should be given to unique experience related to the activities of the committee. Committee membership is a one year appointment.

If, at any time, a committee member is unable to fulfill assigned duties, the Chair may appoint another individual to that position.

2. An appointment letter/email should be sent to each committee member prior to **February 1**, with a copy to the President, Ex-Officio, and the member's immediate supervisor.
3. A Committee Roster must be prepared, sent to the CACRAO President, Ex-Officio, the Program Committee Chair, and the committee members prior to **February 15**. Name, title, institution, mailing address, telephone, fax and e-mail are required on the roster.
4. Call a meeting for **February**. The committee members should receive a letter/email with the date, place, and time of the meeting, directions, and advance information about the issues to be discussed. Preference should be given to online/phone conferencing. The letter/email should be copied to the President and Ex-Officio – who should also be invited. The Chair should either designate a committee Secretary or arrange for selection by the committee, not later than the first committee meeting. The Secretary should maintain minutes, retain a copy for a working notebook, and send copies of minutes to each committee member, the Newsletter Editor, and the President.

A. Budget Preparation.

CACRAO's fiscal year is January 1 – December 31.

A budget must be prepared in January for the next fiscal year. The Chair should take into consideration both income and expenses when preparing the budget. Great care must be taken to anticipate long-range committee activities, as well as to study expenditures from years past that, due to billing processes, may have been counted toward different fiscal years.

A proposed budget must be prepared and sent to the Chair of the Budget and Auditing Committee, and copying the President and Ex-Officio, by **March 1**. The budget will be reviewed by the

Executive Committee. Following the Executive Committee meeting, the Archive Committee Chair will be notified of the amount of money appropriated for the Archive Committee.

The Chair is responsible not only for preparing, but also for maintaining the committee's budget. This includes completing and submitting the appropriate forms to the CACRAO Treasurer for depositing funds, reimbursements, etc. The Chair must maintain accurate and up-to-date records. Reimbursement for committee related expenditures must be submitted on a CACRAO Expense Voucher. The original is to be sent to the CACRAO President. One copy should be retained by the Committee Chair. It is important that the voucher be submitted as soon as possible, following the expenditure.

- B. Prepare an outline of committee goals for the upcoming year and forward to the President and copy the Ex-Officio, by **February 15**.
- C. Additional committee meetings should be scheduled, as necessary.
5. The Chair will **attend the January Executive Committee** meeting and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.
6. **NEWSLETTER**. The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Newsletter Editor will notify the Chair of deadlines for each edition.
7. Copies of all correspondence must go to the President and the Ex-Officio. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.
8. Preference is given to email. If you must mail, please utilize Bulk Mail for any mailing of over 200 pieces. You must allow 2 weeks for delivery of bulk mail. CACRAO stationery, envelopes, and CACRAO membership mailing labels may be requested from the CACRAO Secretary.
9. Prepare an annual report and submit to the President and Ex-Officio by **November 15**. At the same time, submit if appropriate, updates to this procedures manual.
10. Attend the Annual Meeting, including any Executive Committee meetings, at which your presence is requested. Hold a final committee meeting. Present an annual report to the membership at the business meeting.
11. Send thank you notes to committee members immediately after the Annual Meeting.
12. Send a final report to the Newsletter Editor, giving the activities of the committee for the year.
13. Upon completing the one year term, the outgoing Chair will give all minutes/working notebook, and records to the new Chair by **January 1**. The outgoing Chair is encouraged to be available, as needed, to respond to inquiries from the new Chair.

January 1, 2012