

## **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 the 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:

to collect materials of historical importance to CACRAO

to preserve records, reports, publications, pictures and other materials and memorabilia pertaining to the business and or activities of CACRAO

to attend the Annual Meeting.

**SPECIFIC DUTIES AND TIMETABLES 1.** Committee appointments must be made by February 15. The Executive Committee will provide a list of interested members. From the list, the Chair should select seven or more committee members (seven is the minimum required by the Constitution), making calls to each to get a verbal commitment before confirming in writing.

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 should be sent to each committee member prior to February 15, with a copy to the President.

3. A Committee Roster must be prepared, sent to the CACRAO President, the Program Committee Chair, and the committee members prior to February 15. Name, title, institution, mailing address, telephone, fax and e-mail id are required on the roster.

4. Call a meeting for February. The committee members should receive a letter with the date, place, and time of the meeting, directions, and advance information about the issues to be discussed. The letter should be copied to the President 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, send a copy 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, copy the President, by March 1. The budget will be reviewed by the Executive Committee. Following the Executive Committee meeting, the Registrars Committee Chair will be notified of the amount of money appropriated for the Registrars 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 and second copy of the voucher is sent to the CACRAO President. The third 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 by March 1.

**C.** Additional committee meetings should be scheduled as needed.

- 5.** The Chair will attend the February 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. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs who may be affected.
- 8.** 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 Chair of the Ad Hoc Directory Committee.
- 9.** Prepare an annual report and submit to the President by November 1. At the same time, submit if appropriate, updates to this procedures manual.
- 10.** Attend the Annual Meeting including any Executive Committee meetings. 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.** Upon completing the one year term, the outgoing Chair will give all minutes/working notebook, and records to the new Chair by January 1.

January 14, 2006

