

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. The physical archives of CACRAO are located in the Office of Undergraduate Admissions at Western Carolina University. The digital archives of CACRAO are stored on Google Drive and is accessible by Executive Committee members and select committee chairs as needed.

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 one or more committee members, making calls to each to get a verbal commitment before confirming in writing or email. 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. 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, and e-mail are required on the roster.
3. At this time, the Archives Committee does not require a budget and does not create a budget for approval.
4. The Chair will submit a committee report and be prepared to report committee needs and committee plans.
5. Preference is given to email and digital file sharing. If you must mail files (i.e. programs, shirts, etc.) for filing in the archives, please include a digital copy if possible. Reimbursement for mailing costs will be submitted to the CACRAO Administrative Assistant for processing through the digital Expense Voucher form.
6. 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.
7. Send thank you notes to committee members immediately after the Annual Meeting.
8. Send a final report to the Public Relations Officer, giving the activities of the committee for the year.
9. Upon completing the term, the outgoing Chair will give all minutes 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.