Education Committee

Purpose:

The mission of the Education Committee is to implement the education goals of New England Archivists by planning and coordinating pre-professional and continiung education in archival theory and practice. Such education is to be planned to meet the needs of both NEA members and others with responsibility for, or an interest in, records of enduring value.

Membership:

Six members, serving staggered terms so that ideally no more than two appointments will be made each year.

The chair of the committee shall be appointed whenever possible from among the committee's membership by the President for a term of one year and may be reappointed.

Term:

Three years. Appointed by the President with the approval of the Board.

Education Committee Major Duties

Revised Jan. 2000.
Approved Jan. 2000.

I. Educational Programs

With the advice and approval of the Executive Board, on the basis of the long-range plan(s), and in conjunction with the program committees for the semi-annual meetings, the Education Committee works to provide opportunities for professional development to individuals who are either currently responsible for archives or manuscripts or who have an interest in archival administration.

Organizes workshops, seminars, and other educational offerings for beginning, mid-level, and advanced archivists, with topics based on the long-range plan, member surveys, and ideas proposed be members, workshop participants, and other interested parties.

1. Curriculum/Content of Programs
    - Determines educational needs of NEA members and people in the region by reviewing membership survey(s), NEA long range plan, and evaluations of workshops and other NEA programs.
    - Develops roster of potential workshop instructors, program facilitators, and sites for educational offerings.
    - Encourages prospective instructors, leaders, or organizers to submit written proposals for educational offerings.
    - Reviews written abstracts of proposals and submits them to NEA Board for approval.
    - May designate one member to keep abreast of the progress of SAA's education program and the activities of the Academy of Certified Archivists, so that the committee can consider their effect, if any, on NEA educational offerings.

2. Administration
    - Finds, adapts, reviews, and develops NEA educational offerings.
    - Develops standards and forms for program planning. This includes, but is not limited to, a format for program proposals, budget guidelines and formula for setting fees, guidelines for preparing direct mailings, and a checklist for program registrar.
    - Submits an annual plan to Executive Board for its approval at the winter meeting. Plans for individual programs [including information on content, budget, and fees] must be approved by the Executive Board at least one meeting prior to proposed program.
    - Designates a committee member to serve as registrar for programs not held in conjunction with regular NEA meeting.
    - Works with local arrangements committees of the semiannual meetings, or appoints local arrangements person when educational program is not in conjunction with NEA meeting. This includes providing clear guidelines on who is responsible for each aspect of the arrangements for the program and when each task should be done.
    - Ensures that an onsite liaison is available to see to the smooth operation of the program, attempt to solve minor problems, and insure the evaluation forms are handed out and collected.
    - Devises evaluation forms for workshops and other educational offerings, and compiles responses.
3. Other Educational Activities
    - Monitors opportunities for potential NEA educational initiatives such as grants, or conferences.
    - Secures approval of Executive Board to develop or pursue such initiatives.
4. Cooperation
    - Works with other regional and national archival and allied professional groups to develop, coordinate, and execute educational offerings.
    - Collects information on educational offerings of interest to records custodians being provided by other organizations in New England or nearby states, and disseminates it to NEA Newsletter and Publicity Officer.

II. Coordination

1. Work with Program Committees to coordinate NEA's educational offerings and activities.
2. Coordinates with the Treasurer to insure that the budget is within the guidelines provided by the Executive Board and that the bills are paid.
3. Coordinates with the appropriate officers [including the public relations officers, the printing coordinator, and the newsletter editors] printing announcements for and publicizing educational offerings.

III. Reporting

1. Submits a written report to the President before each Executive Board meeting.
2. Prepares written annual report of the committee's activities for the winter Executive Board meeting.
3. Submits regular reports to the NEA Newsletter.

4. Arranges with the NEA Archivist for the orderly transfer of the committee records (which will include a list of educational opportunities and attendees) to the archives.