

Outreach Committee

The NEA Outreach Committee is committed to increasing public appreciation and understanding of archives and the archival profession.

Our objective is to organize events that increase public awareness of primary source materials, how and where they are maintained, and the work of the professionals who sustain them. We do so through the sponsorship and promotion of programs, lectures, and workshops designed specifically for the public: students, educators, genealogists, and members of allied professions.

Currently, the Outreach Committee has two programs underway:

- **Archives on the Road** is a take on the popular PBS series Antiques Road Show offers people an opportunity to speak to an archivist about their family papers, scrapbooks, diaries, letters, photographs, and other archival objects for the purpose of discussing their historical value (not their monetary value), and learning about the options available to care for them.
- Annual **Archive Week** recognition activities, including publication of free bookmarks featuring photographs from the collections of New England repositories and the procurement of Archives Week proclamations.

Term: Two years

Revised and approved Sept. 2000

PURPOSE:

- Promoting public awareness of the value of archives and the work of archivists, and allied professionals, in the New England region.

MAJOR DUTIES:

- Recommend priorities to the Executive Board relating to an overall plan for outreach, including intended audiences.
- Develop short term and long range action strategies to implement established goals and priorities.
- Accomplish specific projects as described to and approved by the Executive Board.
- Publicize NEA outreach activities with the media through public relations officer.
- Coordinate ongoing projects, such as those initiated by the Task Force on Archives and Society, which have been endorsed by the Executive Board. These include, for example:
 - New England Archives Week (annually, beginning the first Sunday of November).
 - Securing funding for the proposed traveling exhibits to promote New England archives.
 - The establishment of liaisons with other allied professional organizations.

REPORTING:

- The Chair will provide a report on all Committee activities to the President thirty days before each Executive Board Meeting.
- The Chair or her appointed designee must attend all Executive Board Meetings.
- All activities must be approved by the Executive Board.

FINANCES

- By September 15, the Chair will provide a projected budget for the next year to the Treasurer.
- All expenditures of funds must be approved by the Executive Board.
- Bills must be submitted to the Treasurer for payment.

MEMBERSHIP

- Five to eight persons will be appointed by the President with the approval of the Board. Appointments will be made to reflect the regional and institutional diversity of New England.
- The ex-officio members of the Committee will be the President, the Education Committee Chair and the Public Relations Officer. The term of appointment will be two years.