



**If you are looking to broaden your experience, raise your profile and have a say - then a volunteer role with the ARA is for you!**

# why be... a Chairperson?



**Are you good at managing, guiding and motivating people? Are you ready to give back to the ARA, get involved at a higher level and help steer and raise its profile?**

**Then put yourself forward to be a National or Regional Chair.**

## **What are the benefits of being Chair?**

- Develop your skills in general management, leadership and budget control.
- Gain extra credits towards Registration or your continued professional development.
- Have your say and influence the ARA work.
- Raise your profile and get involved at a more strategic level.

## **What would a Chair be asked to do?**

- To chair and participate in committee meetings.
- Lead, guide and manage these meeting so members stay on track.
- Ensure good communication between all members.
- Ensure the national or regional budget stays on course.
- Keep abreast of ARA Board, Industry and Professional issues and keep members informed.
- Represent the national or regional interests both
  - ▲ internally within the ARA to drive the profile of its work and
  - ▲ externally at a local, regional or national level to ensure the right response to initiatives which impact the ARA by canvassing and collating the opinions of the members.
- Manage all associated correspondence.

## **Who would I be working with?**

- The rest of the national or regional committee at meetings.
- Your Treasurer to ensure the national or regional budget is well monitored and spent.
- Your Secretary to help with agenda setting and event planning.

## **How much time would be involved?**

- One AGM and 2 or 3 other meetings through the year.
- About 2-3 hours a month dealing with correspondence

## **Who can I contact to understand more?**

- Visit [www.archives.org.uk/about/nations-and-regions.html](http://www.archives.org.uk/about/nations-and-regions.html) to find your national or regional contacts.
- Or contact John Chambers by email [john.chambers@archives.org.uk](mailto:john.chambers@archives.org.uk) or phone: 01202 722000.

# Consider the value of volunteering:



## **To You- Your career...**

- by adding to your CV with experiences you might not be dealing with in your paid position.
- by being involved with the 'bigger picture' of archival issues and strategies.

## **Your learning...**

- by adding your new experiences towards your Continuing Professional Development plan or Registration Scheme.
- by increasing your understanding of archival issues from across the region, and nationally.
- by taking part in planning, meetings, projects and procedural delivery, all skills and experiences to take into your own workplace.

## **Your profile....**

- by getting noticed and recognised for the work you do to help the ARA.

## **Your network....**

- by joining in and getting to know like-minded people near you.

## **To ARA-**

By helping take the organisation forward with its work...

- to help its members develop their careers and standards in the workplace.
- to drive a recognition of the value of its work and increasing importance.
- to encourage involvement and accessibility to all.

Our volunteers make up a huge part of the success of the ARA. We need our members to help make the Association a thriving and dynamic organisation. The ARA provides guidance to archivists, records managers and conservators, advice to users and promotes the views of the sector as a whole to government and wider society.

The Committee for the Nations and Regions is one of the ways that the Board of ARA communicates with the membership. There are eight English Regions and Wales, Scotland and Ireland. Each Nation or Region has a committee made up of members fulfilling different roles. Other roles include Communications Officers, National or Regional Representatives, Training Officers, Secretaries and Treasurers.

## **If you would like to know more, visit**

[www.archives.org.uk/about/nations-and-regions.html](http://www.archives.org.uk/about/nations-and-regions.html) to find your national or regional contact.

## **Or contact John Chambers**

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