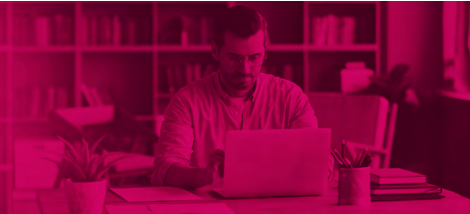




If you are looking to broaden your experience, raise your profile and have a say - then a volunteer role with the ARA is for you!

why be... a Secretary



Are you a good organiser? Do you have an attention to detail and enjoy dealing with people at every level?

Then put yourself forward to be a National or Regional Secretary.

What are the benefits of being Chair?

- Develop your communication and organisational skills.
- Gain extra credits towards Registration or your continued professional development.
- Have your say and influence the ARA work.
- Raising your profile by liaising with members at all levels.

What would a Secretary be asked to do?

- To prepare notices of meetings, agree dates and venues, prepare and distribute agendas, prepare and publish minutes.
- Maintain an up to date national or regional membership list.
- Help with writing reports as and when required.

Who would I be working with?

- Your Chair to help with agenda setting and event planning.
- Your Communications Officer to ensure all meeting papers are properly distributed.
- The rest of the national or regional members.

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 to find your national or regional contacts.
- Or contact John Chambers by email john.chambers@archives.org.uk or phone: 01202 722000.

Consider the value of volunteering:



ToYou- 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.

ToARA-

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 to find your national or regional contact.

Or contact John Chambers

email: john.chambers@archives.org.uk or phone: 01202 7222000.



**Archives & Records
Association**
UK & Ireland

Prioryfield House, 20 Canon Street, Taunton, Somerset, TA1 1SW
Tel: 01823 327030 / 327077
Email: ara@archives.org.uk
Web: www.archives.org.uk