

## 2018-19 ECPN Committee Position Descriptions

**Position:** Chair

**Term:** One year

### Areas of responsibility:

- AIC Point of Contact:
  - Communicate directly with AIC Board Director for Professional Education, AIC staff liaison and relevant AIC and FAIC staff members (e.g. Meetings Director, Membership Coordinator) to discuss the management and execution of ECPN's activities.
  - Attend annual Internal Advisory Group (IAG) meeting at the AIC Headquarters Washington DC in the Fall (typically November).
  - Prepare periodic reports to the board in consultation with AIC Board Director for Professional Education and AIC staff liaison (typically two times per year in advance of the Fall and Spring AIC Board Meetings).
  - Working with AIC staff liaison, draft ECPN annual budget and review/verify expenditure reports.
- ECPN Leadership:
  - Oversee and guide the activities of the network in concert with the Vice Chair. Propose and support ECPN projects and delegate responsibilities. Reach out to those interested in working with ECPN.
  - Organize monthly and ad hoc conference calls as needed; draft agendas, solicit agenda items from officers, and lead calls.
  - Review and edit all material published by and about ECPN.
  - Oversee the webinar program with Professional Education and Training Co-Officers and/or Webinar Coordinator (depending on structure of officer positions).
  - Collaborate with other ECPN officers to contribute to the AIC blog *Conservators Converse*, ECPN Facebook page, and other special projects as time allows.
  - Directly manage select collaborative projects as needed (e.g. HBCU mentorship program) or in the initial stages of development (e.g. ECPN-CIPP pilot mentorship program), with the assistance of the Vice Chair.
  - Work with Vice Chair to identify and post ECPN officer position vacancies; review officer position descriptions; lead discussions of candidates with ECPN officers; solicit feedback from AIC Board and staff liaisons; recommend candidates to the AIC Board liaison for formal approval/appointment by the AIC Board of Directors.

- Initiate a review and evaluate status of ongoing projects on an annual basis, in advance of the AIC Annual Meeting and ECPN officer transitions.
- Promote the Professional Associate status for AIC members and eligible emerging conservation professionals.
- Communications:
  - Oversee submissions to AIC News, including bi-monthly column for Specialty Group column section and periodic lead article contribution (schedule for lead article rotation is on the AIC News webpage).
  - Communicate with the AIC Education and Training Committee (ETC) Chair and other members of AIC committees about projects involving ECPN.
  - Manage the general ECPN Chair email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- Annual Meeting: Consult with and provide support to the Vice Chair in the development and coordination of ECPN programming at the AIC Annual Meeting. Initiate and oversee ECPN Poster contributions to AIC Annual Meeting. Promote ECPN involvement in AIC Annual Angels Projects
- ANAGPiC: Coordinate ECPN representation and brief presentation at the annual ANAGPIC meeting
- Committee Archive: Sort and file by year the relevant reports and documents from ECPN outreach activities on the ECPN BaseCamp platform.

**Position Description:** Vice Chair

**Term:** One year, transitioning to Chair for the following term.

**Areas of responsibility:**

- Assist the Chair with the following tasks:
  - Contribute to monthly conference call agendas; run meetings for Chair as needed.
  - Review and edit all material published by and about ECPN.
  - Prepare periodic reports to the board in consultation with AIC Board Director for Professional Education and AIC staff liaison (typically two times per year in advance of the Fall and Spring AIC Board Meetings).
  - Prepare/organize columns for AIC News.
  - Communicate with Education and Training Committee (ETC) Chair and other members of AIC committees about projects involving ECPN.
- Oversee the following projects in collaboration with the Chair:
  - Develop and coordinate ECPN programming at AIC Annual Meeting, working with AIC Staff Liaison and Meetings Director.
  - Identify ECPN officer position vacancies; review officer position descriptions; serve as point of contact for applicants; collate submitted application materials and organize for review by ECPN officers. After discussing candidates with ECPN officers, work with Chair to solicit feedback from AIC Board and staff liaisons to make final selections.
  - Update ECPN Officers handbook.
  - Assist Professional Education and Training (PET) co-officers and/or Webinar Coordinator in developing webinar programs.
- Propose and support ECPN projects and delegate responsibilities; reach out to those interested in working with ECPN in consultation with the Chair.
- Collaborate with other ECPN officers to contribute to the AIC blog *Conservators Converse*, ECPN Facebook page, and other special projects as time allows.
- Communications: Manage the general ECPN Vice Chair email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- Committee Archive: Sort and file by year the relevant reports and documents from ECPN outreach activities on the ECPN BaseCamp platform.
- Other special projects: As appropriate, help with ECPN projects such as the Mentoring Program, Annual meeting posters and fliers, presentations, surveys, etc.

**Position:** Professional Education and Training Co-Officer

**Term:** Two years

**General duties:**

- Advocate for support of career development initiatives for emerging conservators
- Help to enhance emerging conservators' understanding of AIC structure and membership benefits, and support emerging conservators in achieving Professional Associate (PA) status in AIC.
- Enhance dialogue between ECPN and the conservation graduate programs.
- Enhance dialogue and seek out collaborative opportunities between ECPN and the Education and Training Committee (ETC).
- Enhance dialogue between ECPN and AIC specialty groups, including Conservators in Private Practice (CIPP), in support of issues facing emerging freelance conservators.
- Contribute to ECPN Professional Education programming and initiatives, including webinar programming.

**Areas of responsibility:**

- Committee Conference Calls: Attend monthly conference calls. Submit agenda items to the Chair in advance of the call.
- ECPN Wiki: Contribute content to the ECPN Wiki page on the greater AIC Wiki. Continue to add information and resources as they develop.
- Annual Meeting: As necessary, assist with the development and execution of ECPN's programming at AIC's Annual Meeting (e.g.: business meeting, poster session lightning round, portfolio seminar/session, career coaching, resume review, and speed networking events).
- ECPN Webinars: As necessary, help to develop a diverse webinar program that addresses each demographic of the Network, including pre-program, graduate student, and early-career professional (ideally two webinars per year, Spring and Fall). Develop post-webinar resources related to program (e.g. Q&A blog posts with webinar speakers, handouts, and related additions to *Resources for Emerging Conservators* Wiki).
- AIC Blog: Manage ongoing blogpost interview series on International Education and Specialty Groups (e.g. Asian Art, Electronic Media, and future iterations); solicit and organize suggestions for interview candidates; select and invite interviewees, serving as main point of contact and shepherding the written interview through the editing process to layout and publication on the blog. Brainstorm ideas for blog post topics. Write blog entries or solicit writers among ECPN officers and wider AIC Membership, especially during the AIC annual meeting. Manage comments on blog posts.

**Position:** Webinar Coordinator

**Term:** Two years

### **General duties**

- Works with the ECPN, AIC staff, and AIC Board Director for Professional Education to coordinate two webinars per year.
- Develops a diverse webinar program that addresses each demographic of the Network, including pre-program, graduate student, and post-graduates.
- Helps to ensure that the webinars are well organized, promoted, recorded, and posted on AIC's YouTube channel.
- Involves other ECPN officers and Network community as possible to encourage a broad range of participation in serving as moderators and co-organizers.

### **Areas of responsibility**

- **Committee Conference Calls:** Attend monthly conference calls. Submit agenda items to the Chair in advance of the call.
- **Schedule:** Identify a schedule for webinars in collaboration with ECPN officers (specifically Chair, Vice Chair, and Professional Education and Training co-officers), AIC staff, and AIC Board Director for Professional Education (initially, this does not have to include identifying specific days, but rather months to allow for flexibility)
- **Webinar Content:** Brainstorm with ECPN officers, AIC staff, AIC Board Director for Professional Education, and wider ECPN community, as possible to identify webinar topics that best meet the ECPN community's needs and interests while maintaining a diverse webinar program.
- **Program Development:** Once a program idea has been agreed upon, identify potential moderators, co-organizers, and presenters 2-3 months in advance of the program. Throughout program development, the Webinar Coordinator will remain the primary contact between ECPN officers, AIC Staff, AIC Board Director for Professional Education, and webinar presenters.
- **Webinar technology:** Work with the moderators, co-organizers, and speakers to ensure that they feel comfortable using the webinar technology that will be used during the program. If possible, coordinate a 'dry run' of the Webinar to familiarize all parties with the technology and finalize content.
- **Webinar promotion:** Work with the Communications co-officers, Outreach co-officers, AIC Staff Liaison to ECPN, and AIC Communications & Membership Director to promote webinars via AIC listservs, social media, and BigTent platforms.
- **Participant statistics:** Just before the webinar, collect statistics on how many people have registered and how many states and countries are represented. Just after the webinar, confirm these numbers to report to ECPN Officers, and/or include in follow up blog posts, board reports, etc.
- **Sharing the webinar beyond the program:** Work with AIC staff to ensure that the webinars are recorded

as possible and posted soon after the program ends on AIC's YouTube channel. Work with ECPN officers and liaisons to promote webinar recordings via social media and BigTent platforms.

- **Related Resources:** Develop post-webinar resources related to program (e.g. Q&A blog posts with webinar speakers, handouts, and related additions to *Resources for Emerging Conservation Professionals* Wiki).
- **Communications:** Manage the general ECPN Webinars email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- **Committee Archive:** Sort and file by year the relevant reports and documents from ECPN outreach activities on the ECPN BaseCamp platform.
- **Other special projects:** As appropriate, help with ECPN projects such as the Mentoring Program, Annual meeting posters and fliers, presentations, surveys, etc.

**Position:** Outreach Co-Officer

**Term:** Two year

**General duties**

- Work to facilitate communication between the regional, specialty group, committee, and graduate program liaisons with ECPN, regional conservation professional organizations, and the wider AIC membership.
- Oversee ECPN Liaison Program: Regional Liaisons, Specialty Group Liaisons, Committee and Network Liaisons, and Graduate Liaisons.
- Raise awareness of ECPN among emerging conservators to promote and attract new, active membership.
- Address the interests and questions of emerging conservators, including pre-program, graduate students, and early-career professionals through blog posts and other digital media.
- Encourage involvement of emerging conservators on various social media platforms to create a dialogue about the profession.

**Areas of responsibility:**

- Committee Conference Calls: Attend monthly conference calls. Submit agenda items to the Chair in advance of the call.
- ECPN Liaisons: Oversee, strengthen, and expand ECPN liaison program. Serve as main point of contact for the Regional Liaisons, AIC Specialty Group Liaisons, Committee and Network Liaisons, and Graduate Program Liaisons. Hold periodic conference calls and biannual check-ins with liaisons. Develop resources for outreach and update Liaison Toolkits to reflect successful, current methods. Identify and advertise liaison position vacancies, manage liaison recruitment and applications. Archive liaison activity reports. Answer questions, post announcements, build topics and encourage discussion among Liaisons via BigTent online platform. Manage and provide technical assistance with the generic liaison email accounts.
- Outreach within AIC: Encourage AIC Specialty Groups, Networks, and Committees to create a student or junior member position to increase emerging conservator participation and involvement in AIC from emerging conservators.
- AIC Blog: Contribute to the AIC blog *Conservators Converse*, helping to brainstorm post ideas and assisting with content development, writing, and editing as needed. Communications: Manage the general ECPN Outreach email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- Committee Archive: Sort and file by year the relevant reports and documents from ECPN outreach activities on the ECPN BaseCamp platform.

- Other special projects: As appropriate, help with ECPN projects such as the Mentoring Program, Annual meeting posters and fliers, presentations, surveys, etc.'

**Position:** Communications Co-Officer

**Term:** Two years

### **General duties**

- Act as the secretary and a lead editor for ECPN.
- Raise awareness of the group among emerging conservators to attract new, active members.
- Encourage involvement of emerging conservators in AIC communications and publications, including JAIC and Wikis.
- Keep the broader AIC membership apprised of ECPN activities by writing or soliciting columns, blog posts, and articles as appropriate.
- Communicate with other AIC committees and specialty groups on behalf of ECPN about projects involving ECPN members and to promote ECPN activities.
- Serve as ECPN liaison to AIC Publications Committee.

### **Areas of responsibility**

- **Committee Conference Calls:** Attend monthly conference calls. Submit agenda items to the Chair in advance of the call. Take meeting minutes and distribute draft to Committee officers. Incorporate corrections and then post to the ECPN BaseCamp platform upon Committee approval. Share minutes with relevant parties, including AIC's Education and Training Committee (ETC) and the Canadian Association for Conservation's Emerging Conservators Committee (CAC-ECC).
- **ECPN E-blasts:** Coordinate and write ECPN e-blast content as needed. Work with AIC Staff liaison to distribute e-blasts.
- **Editing:** Work in conjunction with the Chair and Vice chair, serving as primary editors for internal committee documents and external communications and content (e.g. blogposts, promotional materials, Wiki and website copy).
- **AIC-ECPN Subsite and Conservation Wiki:** Work in conjunction with the Chair and Vice Chair in maintaining and updating the AIC-ECPN subsite and ECPN Wiki page by uploading links for new content, such as the webinars, blogposts, and news content. Aid the Chair and Vice Chair in managing Wiki Month each January.
- **Graphics:** Update ECPN flier at the start of the term. Coordinate and design ECPN Poster contributions to professional meetings. Reach out to AIC members, emerging conservators, and others in related professions with fliers and posters at conferences and meetings, to raise awareness of ECPN's mission and program and encouraged broader involvement.
- **AIC Blog:** Oversee ECPN Specialty Group Blog Post Series on AIC Blog *Conservators Converse* . Promote ECPN programs, initiatives, and resources through blog posts.
- **Social Media:** Serve as administrator for ECPN's active Facebook page: approve member requests,

monitor reported “spam” posts, keep apprised of post topics and active comment threads , and facilitate discussions by answering questions and directing participants to ECPN’s online resources. Update the Facebook Cover Image periodically (2-3x a year), working with Outreach officers to solicit submissions. Manage and update ECPN Social Media calendar; regularly post timely and relevant ECPN content and resources. Lead social media initiatives tied to other ECPN programming. Update Facebook Posting Guidelines as necessary, in consultation with the Chair.

- Publications: Liaise with the AIC Publications Committee to raise awareness among emerging conservators of publication, peer review, and award opportunities, and participate in the dialogue on the publication and dissemination of conservation literature in print and other media. Attend AIC Publications Committee business calls and meetings, when appropriate. Keep the wider AIC membership apprised of ECPN activities with occasional articles in AIC News. As needed, assist Chair with compiling content and writing bi-monthly columns for AIC News.
- Communications: Manage the general ECPN Communications email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- Committee Archive: Sort and file by year the relevant reports and documents from ECPN outreach activities on the ECPN BaseCamp platform.
- Other special projects: As appropriate, help with ECPN projects such as the Mentoring Program, Annual meeting posters and fliers, presentations, surveys, etc.