

3-3
Education Committee

General Description

This standing committee promotes archival education and the professional development of archivists throughout the state.

Composition and Terms of Office

The chair (co-chairs) is (are) appointed by the President with Board approval. Other members of the committee, who must be current SCA members, are appointed by the chair(s), with the exception of the President, who is an ex-officio member. Committee members serve until the conclusion of the term of the President who appointed the chair(s) (Bylaws VI.2). The President may also appoint one Board member to be liaison to the Committee. In that case, the liaison will be consulted as needed in committee matters and will also receive all communications of the committee.

Responsibilities

1. Develops and presents archival education workshops to be sponsored by SCA. The Education Committee is responsible for:
 - a. regional fall programs—one Northern, one Southern (see 6-5)
 - b. spring programs—alternating Northern and Southern in the opposite region of the annual general meeting location (see 6-5)
 - c. pre-conference workshop for the annual general meeting
 - d. the basic archival workshop at least once every three years as a pre-AGM workshop or as a Spring or Fall workshop
 - e. specialized workshops to be offered as opportunities present themselves or as demand requires
2. Collaborates with the Program Committee
 - a. The Chair of the Education Committee serves as an ad hoc member of the Program Committee.
 - b. The vice President/Program Chair serves as an ad hoc member of the Education Committee.
 - c. All program communications of each committee are sent also to the chair of the other.
 - d. The Program Committee is responsible for creating program sessions of the annual general meeting.
 - e. The Education Committee is responsible for the pre-conference workshop for the annual general meeting.
3. Provides SCA members with information about archival education programs in California.
4. Receives a copy of the SCA Handbook. Reviews and recommends changes to the Board on Education Committee procedures as needed.
5. Maintains a workbook of guidelines and pointers for putting together programs and samples of publicity and forms.
6. At the end of the term forwards non-current records to the Secretary or designee and passes on the Education Workbook to the new Chair(s).

Related sections

Awards Committee, Basic Archival Workshop, Western Archives Institute, Program Committee