

(WAI 3-2)

**Administrator**

The Administrator, an employee of the California State Archives, is appointed by the State Archivist in consultation with the Board of Trustees of the Society of California Archivists. The Administrator represents the State Archives. The Administrator acts as chief administrative officer and provides leadership for the Western Archives Institute Joint Management Committee and Regional Management Committee.

Responsibilities

General

1. With the Joint Management Committee, manages the operation of the Western Archives Institute.
2. Prepares agendas and presides at meetings of the Joint Management Committee. Meetings may be by conference calls.
3. With the Joint Management Committee, selects the On-site and Local Arrangements Coordinator.
4. Maintains contact with On-site Coordinator and Local Arrangements Coordinator during program.

Financial

5. Presents a budget to SCA Board of Directors and the State Archivist.
6. Pays expenses relating to the program.
7. Receives tuition, local arrangements registration and fees from students and faculty, communicates information, as needed, to Local Arrangements Coordinator(s) and On-site Coordinator.
8. Submits financial information to SCA Treasurer and SCA Board Liaison for audit.
9. With Planning and Grants Coordinator, prepares grant applications and project reports.
10. Serves as a member of the Society of California Archivists Finance and Investment Committee.

Program

11. With the Joint Management Committee, reviews and selects facilities for the Institute including site visits.
12. Initiates arrangements with Host Institution.

13. Reviews contract with Host Institution and advises the Joint Management Committee.
14. With the Joint Management Committee, selects Principal Faculty and adjunct faculty to participate in the Institute.
15. With the Principal Faculty Member, prepares program schedule for review by Joint Management Committee.
16. With the Joint Management Committee and Principal Faculty Member, selects publications for students.

#### Participants

17. With the Joint Management Committee, reviews student applications and selects students to attend the Institute.
18. Conducts student orientation at the beginning of the Institute.
19. Prepares student certificates.
20. Participates in Institute closing ceremonies.

#### Reporting and Evaluation

21. Prepares quarterly report to the SCA Board of Directors and State Archivist.
22. With the Joint Management Committee, annually evaluates program operation and makes recommendations for future operations.
23. With Assistant/Associate Administrator and Planning and Grants Coordinator, maintains Institute records.

#### Regional Institutes

24. With Planning and Grants Coordinator, and other individuals, participates in planning for other regional institutes.
25. With the Planning and Grants Coordinator, provides oversight and coordination with Western Archives Institute Regional Management Committee(s) and participates in administrative decisions of Regional Management Committee(s), including selection of participants and faculty.

#### Benefits

The Institute will cover any reasonable expenses incurred by the Administrator in carrying out his/her responsibilities.

(WAI-3-2) 8/98 nz; 12/99 nz; 11/00 nz; 6/02 nz; 7/02 nz; 10/04 nz