

**LOCAL ARRANGEMENTS COORDINATOR**

The Local Arrangements Coordinator is the liaison between the host site and the Western Archives Institute Management Committee. The Local Arrangements Coordinator is someone who is either affiliated with the host site or is in the area of the host site.

Responsibilities

1. The Local Arrangements Coordinator is a member of the Western Archives Institute Joint Management Committee and participates in all decisions of the Committee.
2. Once a site is selected for the program, the Local Arrangements Coordinator contacts the conference services staff for the site and meets with conference services staff on an ongoing basis to work out all details having to do with local arrangements, including meal arrangements, breaks and the opening reception. (Meal arrangements may be off-site from main conference site.)
3. Reviews contract with host facility and advises the Administrator and Joint Management Committee.
4. Identifies locations for possible site visits and recommends sites to the Joint Management Committee.
5. Makes arrangement for site visits and gathers information concerning local transportation and services.
6. Produces or obtains the local arrangements information to be distributed to students and faculty including maps of the host site.
7. Provides information concerning local arrangements needs, numbers of students and faculty to host conference services. This information is provided according to a set of deadlines established by the host conference services.
8. Consults on an ongoing basis during the planning process with On-Site Coordinator to familiarize On-site Coordinator with local arrangements and local area, as needed.
9. Maintains contact with Administrator, Assistant/Associate Administrator, and On-site Coordinator prior to the program.
10. During the program, is available, maintains contact with Administrator and On-site Coordinator, and participates in opening and closing events.

11. Consults with Administrator concerning any purchases required for the program.
12. Verifies availability of local photocopying service, where copies can be made quickly and cheaply, preferably with pick-up and delivery service.

#### Assistance of others

With the approval of the Management Committee, the Local Arrangements Coordinator may enlist the assistance of others to carry out local arrangements responsibilities. However, since the membership of the Institute Management Committee is pre-set by the Society of California Archivists and California State Archives, the designated Local Arrangements Coordinator has ultimate responsibility for local arrangements tasks. Only the designated Local Arrangements Coordinator may receive the benefits associated with the Local Arrangements Coordinator's position.

#### Benefits

The Local Arrangements Coordinator may audit up to three sessions of the Institute, not to include any practicum, without charge.

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

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