



**Society of California Archivists
Candidate's Statement for 2020 Election**

Candidate for: Treasurer

Years: 2020-2022 (2-year term)

Name: Lara Michels

Institution: UC Berkeley

Professional Background (begin with current position and areas of responsibility, and briefly summarize experience): I am the Head of Archival Processing at The Bancroft Library, where I manage archival processing activities and supervise staff and students engaged in the arrangement and description of archival materials in all formats, including digital. Previously, I served as corporate archivist for the Pacific Gas & Electric Company, and archivist for the Judah L. Magnes Museum, a non-profit community museum and archives. I have also served in a range of grant-funded positions, including as project archivist on the “quick kills” processing project at The Bancroft Library.

Educational Background (degrees and other applicable training):

MLIS, University of Wisconsin, Madison (2002)

PhD in History, Brandeis University (2000)

B.A. History and English, UC Davis (1992)

Professional Affiliations (list organizations, dates and extent of your involvement, e.g., SCA activities, memberships, committee work):

- Member SCA since 2008
- Member SAA since 2002
- SAA Mentor since 2017
- SCA Newsletter editor, 2012-2014
- SCA AGM Program Committee, 2013

Bearing in mind that the treasurer is responsible for all financial transactions for the Society and reporting those transactions to the Board of Directors and the general membership, what skills or previous experience do you possess that are particularly applicable to the position? [300 words or less]

I have managed budgets at different points in my professional career. Most recently, at PG&E, my work required that I present financial reports monthly to my departmental leadership for particular projects. In addition, for four years I managed (as a volunteer) the financial transactions for the development wing of my children's school. In particular, I was responsible for receiving and tracking the receipt and processing of all financial donations, the receipt and processing of all monies relating to ticket purchases for the annual school gala, and the receipt and processing of all monies relating to purchases made at the gala. I worked closely with the Head of Development at the school and reported results regularly to her. I also helped customize the software tool the school used to track donations and purchases and helped troubleshoot issues as they arose.