



If you are looking to broaden your experience, raise your profile and have a say - then a volunteer role with the ARA is for you!

why be... a Communications Officer?



Are you a good communicator? Can you spot a good story and spread the word? Would you like to help us develop the new ARA website to be up to date, informative, newsworthy and engaging for your Nation or Region?

Then put yourself forward to be a National or Regional Communications Officer.

What are the benefits of being a Communications Officer?

- Develop your skills in communication and the use of online media.
- Learn about Web 2.0 technology.
- Gain extra credits towards Registration or your continued professional development.
- Have your say and influence the ARA work.
- Raise your profile by liaising with members at all levels.

What would a Communications Officer be asked to do?

- To ensure timely and effective communication of meeting paperwork to all attendees – agenda, minutes, reports, programmes, directions etc.
- Manage the web content – keeping it up to date with meeting details, reports, papers and local news.
- Help drive the social media for the region using the ARA Community site and for example Facebook/Twitter/Blog activity.
- Manage a national or regional newsletter, find and support contributors, collate & edit content and distribute.

- Summarise and report on activity to the ARC magazine editors.
- Ensure good communication between Officers and attend all committee meetings.
- Join in on events and activities.

Who would I be working with?

- Your national or regional secretary who will devise meeting agendas, minutes and reports.
- The rest of the national or regional committee and other members

How much time would be involved?

- One AGM and 2-3 other meetings through the year.
- About 3-5 hours a month.
- Some additional time for training on web publishing and social media if necessary.

Who can I contact to understand more?

- Visit www.archives.org.uk/about/nations-and-regions.html to find your national or regional contacts.
- Or contact John Chambers by email john.chambers@archives.org.uk or phone: 01202 722000.

Consider the value of volunteering:



ToYou- Your career...

- by adding to your CV with experiences you might not be dealing with in your paid position.
- by being involved with the 'bigger picture' of archival issues and strategies.

Your learning...

- by adding your new experiences towards your Continuing Professional Development plan or Registration Scheme.
- by increasing your understanding of archival issues from across the region, and nationally.
- by taking part in planning, meetings, projects and procedural delivery, all skills and experiences to take into your own workplace.

Your profile....

- by getting noticed and recognised for the work you do to help the ARA.

Your network....

- by joining in and getting to know like-minded people near you.

ToARA-

By helping take the organisation forward with its work...

- to help its members develop their careers and standards in the workplace.
- to drive a recognition of the value of its work and increasing importance.
- to encourage involvement and accessibility to all.

Our volunteers make up a huge part of the success of the ARA. We need our members to help make the Association a thriving and dynamic organisation. The ARA provides guidance to archivists, records managers and conservators, advice to users and promotes the views of the sector as a whole to government and wider society.

The Committee for the Nations and Regions is one of the ways that the Board of ARA communicates with the membership. There are eight English Regions and Wales, Scotland and Ireland. Each Nation or Region has a committee made up of members fulfilling different roles. Other roles include Communications Officers, National or Regional Representatives, Training Officers, Secretaries and Treasurers.

If you would like to know more, visit

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Or contact John Chambers

email: john.chambers@archives.org.uk or phone: 01202 7222000.



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