



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 Treasurer?



Are you financially astute? Could you help us manage finances and campaign for funding?

Then put yourself forward to be a National or Regional Treasurer.

What are the benefits of being a Treasurer?

- Developing your Budget Management skills.
- Gain extra credits towards Registration or your continued professional development.
- Have your say and influence the ARA work.
- Raising your profile by liaising with members at all levels.

What would a Treasurer be asked to do?

- To manage all aspects of the nation's or region's budget and financial control in conjunction with the Chair:
 - ▲ An annual budget proposal to the ARA Honorary Treasurer.
 - ▲ Budget reports for the AGM, national and regional committee meetings.
 - ▲ Monitor expenditure, process invoices, orders and contracts and sign off legitimate officer expenses.
 - ▲ Work with the CEO and ARA office to secure
- Maintain good communication with other officers, attend meetings and join in on national or regional events and activities.

Who would I be working with?

- Maintain good communication with other officers, attend meetings and join in on national or regional events and activities.

How much time would be involved?

- One AGM and 2 or 3 other meetings through the year.
- About 2-3 hours a month dealing with correspondence

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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