

# ASHA Committee Positions and Roles

## 2017—2018



### EXECUTIVE COMMITTEE

#### President

- Sets strategic direction to fulfil aims of Society.
- Takes leadership in representing interests of historical archaeology in context of development of government heritage policy at all levels.
- Chairs meetings and host events.
- Also fulfils the role of a General Committee Member (see below).

#### Vice Presidents

- Supports the President in carrying out administrative tasks necessary to the running of the Society.
- Also fulfils the role of a General Committee Member (see below).

#### Treasurer

- Oversees the financial management of the Society.
- Pays all bills, where required.
- Manages receipt of all income including subscriptions and publications.
- Also fulfils the role of a General Committee Member (see below).

#### Secretary

- Provides essential administrative support in the management of the Society.
- Is the primary point of contact for members and maintains the member list.
- Co-ordinates AGM and teleconferences and takes minutes.
- Manages the archive and electronic files of essential Society business.
- Supervises the Administrative Officer
- Also fulfils the role of a General Committee Member (see below).

### GENERAL COMMITTEE

#### General Committee Member

- Brings knowledge and experience to the discussions of all Society matters brought before the committee and votes on their endorsement and implementation.
- Performs a specific committee role (e.g. list manager, web manager).

- Sits on sub-committees and working groups (such as for publications, promotions and conferences)

- Brings matters of concern raised by members to the attention of the Committee

#### Obligations for all Committee Members

- Be available for a teleconference of the full committee at least twice a year
- Be in frequent email contact to discuss issues as they arise
- Wherever possible, attend the AGM (2017 and 2018)
- Wherever possible, attend ASHA events hosted in your state/city
- Be ready to serve on subcommittees and aid the organisation of events.

### SPECIAL ROLES

The following positions are allocated by a vote of the General Committee and usually carried out by a Committee member. Some may be fulfilled by more than one person. Most require an annual report to be presented to the AGM.

#### Newsletter Editor

- Responsible for the production of the quarterly ASHA blog summary by the 1st of March, June, September and December.
- Liaises with State Reps to receive ASHA newsletter/blog content in a timely manner.
- Edits newsletter/blog content.
- Arranges for guest editors of blog material or web stories when necessary.

#### Conference Coordinator

- Is the committee's liaison with the each year's conference organisers.
- Liaises with AIMA Conference Coordinator during joint conference years.
- Communicates information on conference to ASHA committee.
- Creates ASHA conference guidelines that outline agreements on profit sharing, guest speakers, joint prizes etc. for use during joint conferences with AIMA, AAA or other societies with similar aims.

### Web Manager

- Updates ASHA webpage with new information as required by the Executive or General Committee.
- Sources new ASHA images and other web links for webpage.
- Liaised with the journal and newsletter editors to ensure that these are appropriately available online.
- Liaises with the secretary and treasurer to ensure that online membership and payment systems work correctly.
- Ensure that all the information on ASHA's website is current, and if it is not, sources new information to update the website.

### ASHA Discussion List Moderator

- The person acting as list manager needs to have access to a program and server to support the list.
- The manager must check postings to the list daily and approve their posting to the list; ensuring that the content is appropriate for the list and cannot be construed as offensive or defamatory.
- Every six months with the help of the Secretary ensure that the membership listings are correct.
- Promptly add or change members' email addresses when sent by the ASHA Admin Officer.
- Respond promptly to requests for removal from the list from institutions or individuals.

### Social Media Coordinator

- Manages ASHA's social media pages (currently Facebook).
- Adds new posts in consultation with the ASHA Executive.
- Monitors and reports discussions.

### Monograph Editor

- Identifies the aims of the monograph series: i.e. publication of examples of best practice, advancement of the discipline, etc. in consultation with the ASHA Executive and General Editor.
- Writes and implements of a policy to define joint publication ventures.
- Manages the monograph publication program
- Communicates with authors
- Establishes budgets
- Liaises with ASHA Executive, Treasurer, and Editorial Committee.
- Refereeing process, two stage of refereeing including detailed corrections and comments

### Monograph Editor cont'd

- Review to determine if once changes are made the proposed publication is now suitable for publication.
- Proofing and styling of the journal for delivery to the typesetter/designer/printer
- Production of the monograph.

### Publicity Coordinator

- Position is responsible for the promotion of ASHA within the heritage community and to the public.
- Arranges publicity for ASHA sponsored events.
- Scopes possibility for ASHA sponsorship and branding of heritage events.
- Is the coordinator for all ASHA submissions for comment on government reviews and handles requests for information from ASHA.
- When asked by the ASHA Executive creates and coordinates press releases for specific events.
- Coordinates joint press releases with other Australian archaeological societies.

### ASHA NAW Representative

- Is ASHA's representative on NAWs National committee.
- Looks at the potential for ASHA branding of future NAW events around Australia.
- Reports to ASHA committee on NAW events.
- Arranges any ASHA NAW events in the NAW Representatives home state or Territory.

### ASHA Society of Historical Archaeology (SHA) Representative

- Liaises with SHA over webpage coordination of publications and information sharing.
- Liaises with SHA regarding potential for SHA book sales at ASHA conferences and for ASHA book sales at SHA conferences.
- Organises ASHA publicity for SHA members.

FOR MORE INFORMATION ON  
ANY OF THE ABOVE POSITIONS,  
PLEASE CONTACT  
PRESIDENT@ASHA.ORG.AU.