



CECA Office

Roles and tasks for each position

- a. President
- b. Ordinary member of the Board of Directors
- c. Other roles outside the Board of Directors

a) President

The task of chairperson is time consuming, as it is a key position on the board. This highly respected position offers a unique opportunity to function at the heart of an exciting global cooperation, something to be proud of and an honour for the museums/institutions where these people are employed. It is difficult to say in detail how much time is involved, it varies greatly in time and per person.

Please see the general tasks for each position below. There are usually many communications to read and respond to. The President has several official duties related to ICOM in general and is invited to attend meetings and conferences, representing our committee. The average workload is about 20 hours per week.

The President must also take into account that the ECSC budget cannot cover the necessary travel expenses, which means that these expenses must be covered by the person or his/her institution.

- Before being elected: He/she must be an active member of the CECA for more than 3 years.
- It uses various means to stimulate the dynamism of the members.
- He is the overall coordinator of all work carried out by the CECA Office, including: projects under development, awards, production of documents, promotion of the CECA and preparation of conferences, meetings and workshops, among others.
- He is responsible for maintaining good contact with the members of the Bureau, facilitating their work and keeping them informed of the

development of the projects and activities of the ECSC.

- It is responsible for maintaining contact with ICOM, including preparing an annual report, attending annual consultative meetings, carrying out the work arising from such attendance, and responding to ICOM requests.
- He represents the ECSC in formal settings such as meetings and conferences.
- He is responsible for applying for ICOM funds for special projects.
- He chairs the meetings of the Bureau, presents oral reports to these meetings and to the General Assembly of the ECSC, as well as a written report to the members, which is published on the ECSC website.
- It drafts official messages to members.
- It participates in the preparation and sending of periodic newsletters to members.
- It creates opportunities to promote the CECA through workshops, local and regional meetings.
- It maintains cordial contacts with other national and international committees, with the aim of collaborating on joint activities.
- It reads and approves website and social media content.
- In collaboration with the secretary, he/she prepares the agenda of the General Assembly.

b) Regular Board members

The following functions are currently held by various regular and co-opted Bureau members:

- 1 or 2 secretaries
- Treasurer
- 5 or 6 regional coordinators
- Website coordinator
- Social Network Coordinator
- Coordinator of ICOM Education
- Coordinator of the CECA Best Practice Award
- Research coordinator
- Conference Coordinator
- Newsletter Manager

Secretary(s)

Due to the amount of work, the ECSC may need one or two people to run for the tasks below. The division of tasks between the two is decided by the new Bureau and depends on the personal skills and preferences of the elected candidates.

- Before being elected: preferably an active member of the CECA for several

years.

- Responds to questions from members; may redirect them to another Board member.
- Together with the Conference Coordinator, he promotes the CECA conferences and ensures that ICOM and possibly other important museum-related media receive relevant information.
- Maintains frequent contact with those responsible for translations and coordinates the work to be done.
- Maintains frequent contact with the website coordinator and the social network coordinator regarding communication with members.
- Has access to the ICOM membership database and provides membership information promptly to the Regional Coordinators and other Bureau members upon request. - Sends the names and addresses of new CECA members to the relevant regional coordinator, so that he/she can send a welcome letter to the new member.
- Assists members in resolving any difficulties regarding their access to the ICOM membership database (IRIS).
- Shall be responsible for communicating to the ICOM General Secretariat any corrections, including the names of forgotten members, which are forwarded to it by the regional coordinators and vice versa.
- Is responsible for the preservation of the (digital) archives of the ECSC and their complete transmission to the next Secretary.
- Shall make the (digital) archives available to a member of the Administrative Council or any other member of the ECSC mandated by the Bureau to study them.
- Heads the Elections Committee and, as such, is responsible for the election procedures for the next Bureau, unless he/she is a candidate himself/herself or the Board of Directors decides, in the year preceding the next ICOM Triennial Conference, to delegate this task to another Board member.
- Presents an oral and written report to the annual meetings of the Administrative Council and the General Assembly of the ECSC.
- In collaboration with the President, prepares the agenda of the General Assembly.
- Sends the agenda of the General Assembly, regional and other reports and the minutes of the previous year's conference to the website coordinator for publication on the ECSC website two weeks before the annual conference and ensures that members know they are there.
- Presides over the General Assembly of the ECSC.
- Is responsible for taking the minutes of each Board meeting, sending them to all Board members shortly after the meeting for approval, and keeping a copy in the ECSC archives. Organises and maintains a to-do list for all Board members.

Treasurer

- Ensures that the CECA receives the necessary financial resources, whether from ICOM or other sources.
- Co-ordinates applications for scholarships for young ICOM members.
- Controls and approves all transactions carried out on behalf of the ECSC by the ICOM officer in charge of the ECSC bank account.
- Keeps a record of all expenses.
- Every three months, informs the President and the Secretary on the state of the budget.
- Gives a full oral and written report at the meetings of the Board and the General Assembly of the ECSC. In collaboration with the President, prepares and presents a budget for the coming year at the ECSC Board meeting and the ECSC General Assembly.
- Submits the final budget report as part of the ECSC annual report.

Regional coordinator (5 or 6).

They will represent as many regions as the Board decides. The regions are currently as follows: Africa, Asia Pacific and Australia, Arab States, Europe, USA and Canada, Latin America and the Caribbean.

The regional coordinator :

- Promotes the ECSC in their respective regions.
- Receives from the predecessor, as soon as the Regional Coordinator is elected, all the contacts of the National Correspondents in his or her region and communicates with them by making himself or herself available to them.
- If a country does not have a national correspondent, the regional coordinator should see how to select one and follow the guidelines for this selection, as indicated in the rules for selecting national correspondents.
- Make national correspondents aware of their responsibilities and encourage them to fulfil them.
- Maintains periodic contact with the National Correspondents and the members of the Region, informing them of all news from the Committee. A copy of these communications should be sent to the President of the CECA.
- Eventually (with diplomacy and a warning), the regional coordinator should replace national correspondents who do not fulfil their responsibilities.
- Communicates the names and addresses of the respective Correspondents to the President, the Secretary and the Website Coordinator of the ECSC, in order to make their representation official.
- Checks the list of each country with the respective national correspondent, updates the list and sends the respective corrections, including forgotten

names, to the Council Secretary. Sends a welcome letter to each new member in his/her region.

- Develops an email list that can be shared with all members and national correspondents.
- Encourages national correspondents to attract new members and increase the dynamism of museum educators in their country and region.
- Seeks opportunities to organise regional and national ECSC meetings to promote the Committee and add new members.
- Obtains from each national correspondent updated information on their country's activity, to be sent regularly to the website coordination.
- Maintains a list of suitable persons to meet the coordination needs of the ICOM Education publication, or another Council member.
- Presents an oral and written report at meetings of the Board and the General Assembly.
- Prepares a regional report and sends it to the Secretary at least three weeks before the ECSC General Assembly. This report will be included in the documents of this meeting. In addition, he/she has to present a short summary orally at the ECSC General Assembly.
- Keeps ICOM members informed of CECA's regional activities.

Website coordinator

- Ensures the proper functioning of the ECSC website and keeps it permanently updated. Inserts the information transmitted to him/her by the President or the Secretary.
- Works closely with the social network coordinator on the promotion of the ECCAS, dissemination of information and the overall communication strategy.
- This includes the desired changes towards a more interactive use of digital information for and by ECSC members.
- Assists members with any difficulties regarding the CECA website.
- Cooperates with the Translation Officer, to ensure that all main texts (and preferably also other texts) are available in the three official languages of ICOM.
- Maintains an electronic archive of all information removed from the site and makes it available to the ECSC archives.
- Presents an oral and written report at the annual board meetings. Social Media Coordinator
- Ensuring a continuous flow of activity across CECA's social media channels - following the strategic process to ensure appropriate volume and content.
- Leads a team of (young) CECA members in different parts of the world who all actively contribute to CECA's social media.

- Inserts information sent to it by the President or the Secretary.
- Provides attractive graphic design for the promotion of CECA events and annual calls through social media.
- Responsible for the production of informative and promotional videos for CECA events and annual calls.

Social Network Coordinator

- Contributes to the development of CECA's social networks, reporting on what is happening in different parts of the world.
- Feeds content to various networks (Facebook, Twitter, Instagram, Youtube)
- Actively engage in dialogue with ECSC members to invite them to contribute to these networks.
- Encourages the various ECSC groups to create their own national ECSC networks

Coordinator of ICOM Education

Is assisted by :

- a) An editorial committee comprising a senior member of ICOM, CECA or another committee.
- b) A Scientific Committee composed of the members of the ECSC Bureau
- c) The former coordinator for sharing experiences.
- d) Translation agents.
- e) If necessary, other reviewers or experts to be selected by the Editorial Board when the process or subject matter of the ICOM Education issue requires it.
 - For each issue, he consults the Bureau on the possible theme and content.
 - Discusses with the Bureau or, in case of urgency, with the President, the possible number of hard copies to be published, apart from the digital publication on the ECSC website.
 - Invites authors to write texts.
 - In collaboration with the editorial committee, edit the texts received in the three ICOM languages. A summary in one or both of the other languages is recommended.
 - Asks all authors to sign the copyright transfer agreement and sends the signed documents to the secretary for filing.
 - Discusses costs with the President and Treasurer.
 - In collaboration with the website coordinator and the social network coordinator, he/she promotes and disseminates the published document to the members and any other educational bodies deemed relevant.
 - Presents an oral and written report at the annual Bureau meetings.

Coordinator of the CECA Best Practice Award

- Is responsible for the coordination of the best practice award.
- In collaboration with the Secretary, invites members to apply for the award, improves communication processes to promote it.
- Maintains communication with candidates.
- Is responsible for setting up the jury and providing jury members with all the information they need. May chair the jury.
- Selects, together with the jury, the projects to be published.
- Organises the best practice session at the annual conference.
- Provides an enrichment of the best practice tool through oral or written presentations.

It can be assisted by a :

Assistant to the CECA Best Practice Award

- Cooperates with the CECA Best Practice Award coordinator on the whole award process.
- Collects applications.
- Checks whether applicants are individual or institutional members of ICOM/CECA and whether projects comply with the rules (word count, presentation).
- Collects articles for the publication of the PB.
- Asks all authors to sign the copyright transfer agreement and sends the signed documents to the secretary for filing.
- Coordinates the preparation of the Best Practice publication, including revision and editing.
- Find the cheapest possible but reliable publisher/printer offering both printed copies and online access to the CECA website.

Research Coordinator

- Takes care of the CECA's network of researchers (about 100 people spread all over the world).
- Invites researchers to present research papers at the CECA conference.
- Reviews research proposals submitted for the annual international conference.
- In collaboration with the conference leader, organise a research session.
- Promotes workshops on research skills in museum education.
- Ask researchers who have submitted a paper to write a formal paper.
- Edits articles for publication.
- Asks all authors to sign the copyright transfer agreement and to send the signed documents to the secretary for archiving.

- Discusses with the President and the Treasurer the number of (paper) copies that may be published.
- In collaboration with the website coordinator and the social media coordinator, disseminates the published document.
- Takes care of the CECA research grant.
- Takes care of the research part of the CECA website.
- Presents an oral and written report at the annual Bureau meetings.

Conference Coordinator

- Have been the organiser of at least one previous ECSC conference.
- Ensures the transmission of all relevant information to the conference organisers.
- Supports the conference organisers in the process of organising the conference (coaching role).
- Represents the interests of the ECSC on behalf of the Board in this process.
- Organises pre-conference workshops, where participants learn from each other's experience in an enjoyable and inspiring way (a more detailed document is available).
- Promotes ECSC conferences in collaboration with the Secretary, Website Coordinator and Social Media Coordinator, and ensures that ICOM, all major museum publications and other media receive relevant information.
- Presents an oral report at the annual board meeting.
- Participate in the abstract selection team for the next conference.
- Provides coaching support and accompanies the publication of the Proceedings.
- He/she keeps the documents containing the guidelines for organising an annual conference up to date and ensures that a new conference coordinator within the Board, but also each conference organiser, can use an updated version. Special role in the Board Conference Coordinator (host)
- Receives the guidelines for the organisation of the annual conferences from the conference coordinator.
- Receive all other relevant information (templates, time slots needed, etc.) from the conference coordinator.
- At least one year prior to the annual conference, presents a programme schedule and preliminary budget to the Board.
- Organises the annual conference in its country.
- Publishes a conference programme with (at least all titles) in the three official languages of ICOM.
- Provide simultaneous translation in the official languages of ICOM and

possibly in the language of his/her country. Cooperate with the translation manager.

- At the end of the conference, he presents information on income and expenditure to the Board of Directors.
- As a co-opted member of the Board, he/she participates in the previous year's Board meetings.
- Sends the preliminary programme to the President and Board members according to the conference schedule.
- Receives proposals for the future conference.
- Sends the updated conference programme, according to the guidelines sent by the conference coordinator.
- Reports on academic and financial matters.
- Ensures the publication of the conference proceedings on the CECA website as well as some printed copies for the ICOM library, preferably within a year of the conference.
- Prepare an official financial report for the CECA Board and the ICOM Secretariat.

Newsletter Manager

- Gathers information for a quarterly newsletter to be sent to members and posted on the website
- Writes, illustrates and formats this document
- Ensures its distribution by personal mailing to each member
- In this capacity, helps to check the e-mail addresses of the members' network

c) Other roles (outside the Board)

National Correspondent

There will be one national correspondent (NC) per country. He/she can be selected according to one of the methods detailed below (presented in order of preference by the ECSC Management Board):

- 1- The CECA members of the country choose the NC through an election.
- 2- The previous NC proposes a successor NC to the Regional Coordinator and the President of the CECA who assess it for approval.
- 3- The NC is chosen by the regional coordinator. In the event that none of the above methods are successful, the regional coordinator may request the suggestion of a local ICOM candidate.

The National Correspondent :

- Maintain permanent contact with the Regional Coordinator (RC).
- Checks the list of ECSC members in the country to be provided by the RC.

- When he/she is aware of the incorporation of a new member, he/she transmits this news to the RC. This list must be updated continuously.
- Transmit the information provided by the RC to all members of the country, sending the RC a copy of the communication.
- Search for new members.
- Observes what is published in their country on education and cultural action, innovative practices, problems or needs for new skills. Pass this information on to the RC.
- Sends a short report on what is happening in the country (60 days before the annual conference), based on information obtained from members in the country.
- To maintain contact with national groups of museum educators in order to inform the CECA of their activities, problems and needs; to inform them of the activities of the CECA.
- Cooperate with the RC to develop local meetings with members.
- The work of the NC will be evaluated by the RC, and if he/she does not fulfil his/her duties, after a first warning from the regional coordinator. The NC can be dismissed by decision of the CECA Board.

Translation officer(s)

- Coordinates all necessary translations to provide our members with information in the three official languages of ICOM.
- Maintains a network of translators and finds new translators to share the work between several people.
- Orders the work to be done for them. Keep in touch, so that the translations arrive on time.
- Cooperates closely with the President, the Secretary, the Website Coordinator, the Social Media Coordinator, the ICOM Education Coordinator, the Conference Coordinator and Organiser and other members of the Bureau.

