



CECA Board

Roles and tasks for each position

- a. Chairman
- b. Ordinary member of the Bureau
- c. Other roles outside the Bureau

a) Chairman

The job of Chairman is a time-consuming one, as it is a key position within the Board. This highly respected position offers a unique opportunity to operate at the heart of 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 required, as this varies greatly depending on the period and managerial choices.

Please see the general duties of each post below. Project management is one of the main tasks, and coordination between the many members of the Office is essential. There are many requests for information. The President has several official duties related to ICOM in general and is invited to attend meetings and conferences to represent our committee. The average working week is around 20 hours.

The President must also take into account the fact that the CECA's budget cannot cover all the necessary travel expenses, which means that these expenses often have to be covered by the person him/herself or by his/her institution. ICOM can allocate grants for specific responsibilities

- Before being elected, the President must have been an active member of the CECA for at least 6 years.
- He/she uses various means to stimulate member dynamism, including active participation in communication content (newsletters, website, social networks). He/she develops and maintains personal and institutional contacts.
- He/she is the general coordinator of all the 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/she is responsible for maintaining permanent contact with the members of the Bureau, involving them in the work and decisions relating to their sector in an inclusive manner, facilitating their implementation work and keeping them informed of the development of the projects and activities of the CECA.

He/she is responsible for maintaining contact with ICOM, including preparing an annual report, annual consultative meetings, carrying out work arising from such attendance, and responding to ICOM requests. He/she is encouraged to propose exceptional projects to SAREC in order to obtain additional funding. He/she supports the various requests made by members to ICOM (co-signing of contracts, applications for personal grants, etc.).

- He/she represents the CECA in formal settings such as meetings and conferences.
- He/she chairs the meetings of the Bureau, presents oral reports at these meetings and at the ECSC General Meeting, as well as a written report to the members, which is published on the ECSC website prior to the Annual General Meeting.
- He/she drafts official messages for members.
- He/she is involved in preparing and sending regular newsletters to members.
- He/she creates opportunities to promote the CECA through workshops and local and regional meetings.
- He/she maintains of contacts cordial with the other committees national and international committees, with the aim of work together on joint activities.
- He/she reads and approves website and social media content.
- In collaboration with the Secretary, he/she prepares the agenda for the General Meeting and coordinates the drafting of annual reports by sector of activity by the members of the Board.

b) Regular members of the Board of Directors

The following functions are currently carried out by various members of the Bureau

- 1 Vice-Chairman (if applicable)
- 1 secretary/ treasurer (single or separate functions)
- 6 regional coordinators
- Website and IRIS database coordinator
- Social networks coordinator
- Publishing coordinator (ICOM Education, History of mediation by country)
- Coordinator of the CECA Best Practice Award (organisation of the award, publication)
- Research coordinator
- Coordinator of international, regional and national conferences
- Newsletter manager and coordinator of text revision and trilingual translations (English, Spanish, French)
- Special Interest Group Coordinator (communication, promotion, publication)

Vice-Chairman

Depending on the decision of the elected Bureau, this position may or may not exist. The vice-president must come from a region other than that of the president.

1. Replacement of the Chairman in case of need
 - a. Represent the Committee events or decisions if the Chairman is unavailable.
 - b. Leading meetings or activities in his/her absence.

2. Support for the implementation of the committee's strategic plan
 - a. Assist in the planning and execution of annual objectives.
 - b. Overseeing key areas (e.g. research, training, publications or conferences).
3. Coordination with CECA regional or national groups
 - a. Maintain contact with CECA coordinators in different countries.
 - b. Promote the exchange of best practice and international cooperation.
4. Management of specific projects
 - a. To suggest, in collaboration with the sectors concerned, initiatives such as prizes, micro-credits, publications or new SIGs (special interest groups).
 - b. Drafting reports or coordinating international appeals.
5. Support for the committee's communication and visibility
 - a. Participate in the dissemination of activities and news via the website and social networks.
 - b. Establish links other institutions, universities or cultural networks.
6. Active participation in Board meetings
 - a. Attend monthly meetings of the International Committee

Secretary/ Treasurer

Depending on the decision of the elected Bureau, these two functions may be combined or separated.

Secretary

1. Administrative management
 - a. Draft and keep the minutes of the meetings of the Board and the General Assembly.
 - b. Organise and archive the Committee's official documentation.
 - c. Keep the list of active CECA members up to date.
2. Internal and external communication
 - a. Coordinate communication between committee members, regional coordinators and other ICOM entities.
 - b. Send invitations, reminders and official communications.
 - c. Co-ordinate the preparation and dispatch of newsletters, reports and minutes.
3. Support for the Presidency
 - a. Assist the President with organisational and planning tasks.
 - b. Collaborate in the preparation of annual reports or documents requested by ICOM.
 - c. Participate in Bureau meetings and contribute to decision-making.
4. Organisation events and meetings
 - a. Coordinate virtual and face-to-face Bureau meetings.
 - b. Ensuring that the necessary documents are circulated prior to each meeting.
5. Monitoring of votes and elections
 - a. Oversee internal electoral processes (e.g. renewal of committee positions).
 - b. Ensuring the transparency and recording of results.

Treasurer

1. Financial management
 - a. Supervise and control the CECA's annual budget.
 - b. Prepare clear and detailed financial reports for the Executive Committee and the General Meeting.
 - c. Maintain records of the Committee's income and expenditure.
2. Fund administration
 - a. Manage the Committee's bank accounts and other financial resources.

- b. Ensure that expenditure is justified and in line approved activities.
- c. Ensure compliance with ICOM financial standards.
- 3. Collaboration with the Board
 - a. Present regular financial reports at Board meetings.
 - b. Advise on the economic feasibility of new projects or initiatives.
- 4. Support for fund-raising
 - a. Help in the search for and management of grants or financial support for the CECA's activities.
 - b. Coordinate with local organisers the funding of annual conferences and special events.
- 5. Transparency and accountability
 - a. Prepare the annual financial statement to be presented the CECA General Meeting.
 - b. Ensure transparency in the use of funds and adequate documentation.

Regional coordinators (6).

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

1. Regional promotion and representation: the regional coordinator promotes the CECA in his/her region with a global reach. He/she encourages networking and works with the national correspondents to disseminate and strengthen the CECA network. He/she contributes to the expansion of the network by identifying new national correspondents.
2. Communication and supervision: He/she acts as the key link between the CECA Board and the National Correspondents, ensuring strong two-way communication. He/she maintains regular contact with the national correspondents and motivates them to fulfil their duties
3. Information management: He/she updates and communicates key data (membership lists, activity reports, etc.) to the CECA authorities and to the teams responsible for communication (web, social networks, newsletter).
4. Institutional organisation and reporting: He/she facilitates regional and national meetings and presents oral and written reports to the Board and the General Assembly.

Research Coordinator

1. Encouraging research within CECA
 - a) Promote research relevant to education and cultural action in museums.
 - b) Encourage critical thinking and the exchange of knowledge between committee members.
 - c) Identify emerging themes and innovative approaches in the field of museology.
2. Coordinating the Colette Dufresne-Tassé Award
 - a) Organise and circulate the annual call for the best museum education research award.
 - b) Set up and coordinate the assessment panel.
 - c) Ensure the transparency of the process and communicate the results.
3. Supporting the production and dissemination of research
 - a) Encourage the publication of research in academic journals and the CECA media.

- b) Contribute to the drafting and revision of the committee's scientific documents.
- c) Promote collective research projects and collaborative publications.
- 4. Establishing collaborative networks
 - a) Encourage alliances between researchers, museums, universities and other institutions.
 - b) Create synergies with research-related Special Interest Groups (SIGs).
- 5. Advising the Executive Committee
 - a) Provide technical support on research topics to the Board.
 - b) Participate in executive meetings, bringing a research-based perspective.
- 6. Representation at scientific events
 - a) Represent CECA at international meetings, conferences and seminars dedicated to museum education research.
 - b) Organise academic sessions at the annual CECA conference.

Publications coordinator

1. Is responsible for monitoring the majority of publications initiated by CECA: ICOM Education, History of mediation, articles in ICOM publications.
2. The editions are digital and available on the CECA website.
3. Maintains contact with authors and publishers
4. Is involved in drafting texts for exceptional financing or communication around publications

Coordinator of the CECA Best Practice Award

1. Is responsible for coordinating the Best Practice Awards.
2. Is responsible for the extensive communication required to publicise the prize and maintains fluid communication with candidates.
3. Organises the jury and, in collaboration with the jury, selects the winning projects and the articles to be published in the annual Best Practice digital book.
4. In collaboration with the publications coordinator, is responsible for the preparation and annual digital presentation of Best Practice.

Website and IRIS database coordinator

1. Ensures the smooth running of the CECA website and keeps it up to date at all times. Inserts information sent to him/her by the President or the Secretary.
2. Works closely with the social networks coordinator on the promotion of the CECA, the dissemination of information and the communication strategy as a whole.
3. Cooperates with the translation manager to ensure that most texts are available in ICOM's three official languages.
4. Keeps an electronic archive of all information removed from the site and makes it available to the CECA archives.
5. Follows up and distributes information from the IRIS database to the Board, in particular the identity of new members

Social networks coordinator

1. Contributes to the development of CECA's social networks, reporting on what is happening in different parts of the world.

2. Feeds content to various networks (Facebook, LinkedIn, Instagram, Youtube)
3. Actively engages in dialogue with CECA members to invite them to contribute to these networks.
4. Encourages the various CECA groups to create their own national CECA networks

Newsletter manager, In charge of newsletters and translations

1. Gathers information necessary to draft a newsletter to be sent to members and posted on the website.
2. Writes, illustrates and lays out this document.
3. Distributes it personally to each member.

Head of translations

1. Is responsible for translating all long texts produced by the Board through DeepL platform into the three official languages of ICOM.
2. To this end, cooperates closely with all members of the Executive Committee.
3. Coordinates the revision of translated texts with the help of native speakers of the language in question

Conference coordinator

1. Must have organised at least one previous CECA conference.
2. Ensures that all relevant information is passed on to conference organisers.
3. Supports conference organisers in the conference organisation process (coaching role).
4. Represents the interests of the CECA on behalf of the Board of Directors in this process.
5. Organises interactive workshops during the conference, based on special interest groups and local resources.
6. Promotes CECA 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.
7. Participates in the abstract selection team for the next conference.
8. Accompanies any publication of the Proceedings.
9. Keeps the documents containing the guidelines for organising a conference up to date and ensures that everyone has access to an up-to-date version.

Special role on the Conference Organising Committee (non-elected host)

1. Receives guidelines for the organisation of annual conferences from the conference coordinator.
2. Receives all other relevant information (templates, time slots required, etc.) from the conference coordinator.
3. At least one year before the annual conference, submits a programme schedule and preliminary budget to the Board of Directors.
4. Organises the annual conference in its country.
5. Publishes a conference programme with (at least all titles) in the three official languages of ICOM.
6. Ensures simultaneous translation into ICOM's official languages and into his/her own language if necessary. Cooperates with the translation manager.

7. At the end of the conference, he/she presents information on income and expenditure to the Board of Directors.
8. Sends the preliminary programme to the Chair and members of the Board of Directors in accordance with the conference schedule.
9. Receives proposals for future conference.
10. Sends the updated conference programme, in accordance with the guidelines sent by the conference coordinator.
11. Publication of the conference proceedings on the CECA website
12. Prepares a written report before the CECA General Meeting.

Special Interest Groups Coordinator

The Special Interest Groups are discussion and experience-sharing groups organised online and open to all CECA members, whatever their status. These meetings take place online between 4 and 6 times a year. The topics are diverse (see the list on the CECA website). Some groups are unilingual, some are multilingual. All ICOM languages are represented.

The coordination and organisation of each group is entrusted to a coordinator, who may be assisted by one or more members of the group. The role of the coordinator is to encourage the implementation of regular activities, to support their organisation when necessary, and to help with the sharing of information and collaboration between the various groups.

His main role is to communicate what is generated by each group. This communication will be done in every possible way: oral reports to the CECA Office, texts for distribution on the website or for social networks, encouragement to publish articles, presence on the ICOM website, etc.

NB All Board members are required to present an oral report at Board meetings and to produce a written report, published on the website, describing their activities each year, prior to the Annual General Assembly.

Other roles

National Correspondent

There will be one National Correspondent (NC) per country. He/she may be selected according to one of the methods detailed below (presented in order of preference by the CECA Board):

1. The country's CECA members choose the NC by means of an election.
2. The previous NC proposes a successor NC to the Regional Coordinator and the Chairman of the CECA, who assess it for approval.
3. The NC is chosen by the regional coordinator. If none of the methods listed above is successful, the regional coordinator will request the suggestion of a local ICOM candidate.

The National Correspondent:

1. Maintains permanent contact with the Regional Coordinator (RC).
2. Checks the list of the country's CECA members, which will be provided by the RC.
3. When he/she learns of the incorporation of a new member, he/she forwards this news to the RC. This list must be constantly updated.

4. Forwards the information provided by the RC to all members of the country, sending the RC a copy of the communication.
5. Looks for new members.
6. Observes what is published in his/her country on education and cultural action, innovative practices, problems or the need for new skills. Passes this information on to the RC.
7. Sends a brief report on what is happening in the country (60 days before the General Assembly), based on information obtained from members in the country.
8. Maintains contact with national groups of museum educators in order to inform the CECA of their activities, problems and needs; informs them of the CECA's activities.
9. Works with the RC to develop local or virtual meetings with members.
10. The NC's work will be assessed by the RC, and if he/she does not fulfil his/her duties, after an initial warning from the regional coordinator, the NC may be dismissed by decision of the CECA Board.

Advisers to the CECA Board

The CECA Board's advisers are experienced professionals in the field of museum education and cultural mediation. They provide specialist support to the committee as and when required.

They are not members of the CECA Board and may not, under any circumstances, vote or replace the elected members of the Bureau in their duties.

In general, advisers are former members of the Board or professionals recognised for their expertise and commitment to CECA's objectives.

1. Strategic advice
They can contribute their expertise and experience to help guide the committee's decisions.
2. Technical and professional support
They contribute to the drafting of documents, reports and Committee initiatives.
They participate in the review of publications or research proposals, and may be invited to sit on juries.
3. Developing networks and partnerships
They facilitate links with academic institutions, museums and cultural organisations.
4. Participation in working groups
They can sit on committees or sub-groups within CECA (awards, micro-certifications, etc.).
5. Transmission of institutional memory
They contribute to the continuity of the committee's actions and preserve the collective memory.