



## Call for Candidates for Three Open CAA Executive Steering Committee (ESC) Posts

Computer Applications and Quantitative Methods in Archaeology (CAA) is an international community with an active membership of around 500 academics and professionals with a shared interest in archaeological computing. The CAA has organised annual international conferences since 1973 and has 18 national chapters spread across the globe. As an officer of CAA, you will help carry on this strong tradition by coordinating CAA's organisation throughout the year and by encouraging the continued growth of a diverse and inspiring community. The Executive Steering Committee (ESC), consisting of six officers, provides oversight for CAA's activities and serves as the voting body for critical decisions facing the organisation.

CAA members are invited to apply for one of the three open ESC posts: Chair, Treasurer, Conference Officer. The current Chair has served for two terms, so cannot stand for a third. The current Treasurer will be completing his first term and has agreed to stand for a second term. The Conference Officer is a new position, replacing the current post of Publication Officer, a constitutional change approved by the membership at the 2024 AGM. The current Publication Officer has served one term and has elected to not stand again. Descriptions of the duties of each post are provided below.

Candidates must be current CAA members and applications from all CAA members will be considered. CAA encourages applications from diverse candidates. The tasks associated with these posts are provided below. ESC officers are elected for terms of three years, and each officer may hold their post for up to two terms. It is then, however, possible to be elected for a different post. Candidates must be able to **commit an estimated equivalent of three to four weeks of full-time work** spread throughout the year to CAA business. Candidates must also be able to attend the annual conference and an ESC meeting at the conference venue (or sometimes virtually) usually in December/January before the conference (financial assistance is available for this pre-conference meeting but not for the conference itself).

Candidates must express an interest in a post before **13 September 2024** by sending a brief motivational statement and CV to [CAA Secretary Jeffrey Glover](#). Candidates will then be asked to provide a brief written statement (no more than 500 words) and prepare a short (2-minute max) motivational video which will be shared with the CAA membership in advance of the vote. These materials will be due by **7 October 2024**. All current CAA members will receive an electronic ballot to cast during the election period of **4 November through 18 November 2024**. Each elected candidate will begin working on the transition process with their current counterpart in early January and will officially assume the role at the end of the 2025 Annual General Meeting.

### **Chair (CAA executive steering committee post)**

The Chair has input into and oversees all CAA business and when appropriate has the final say in decision making. The tasks of this post include:

- Presiding over the Annual General Meeting as well as meetings of the Executive Steering Committee and Steering Committee
- Representing the organisation to the outside world when appropriate.

Candidates for the Chair position benefit from having experience with many aspects of CAA practices and business, such as conference organisation, paper and session presentations, abstract and paper reviewing, and publication. Candidates are invited to contact current [Chair Lisa Fischer](#) to learn more about the responsibilities and duties.

### **Treasurer (CAA executive steering committee post)**

The Treasurer manages all financial activities of CAA. The tasks of this post include:

- Keeping a detailed overview of finances
- Managing payment of all CAA related bills apart from those directly linked to conference organisation
- Serving on the bursary committee and working with the Bursary and Student/Low Income Officer on disbursement of the awarded bursaries
- Managing the CAA bank accounts and organising annual auditing
- Serving as the primary contact for financial information regarding CAA and reporting on CAA's financial health to the officers and membership

Candidates are invited to get in touch with the current [Treasurer Karl Smith](#) to find out more about the responsibilities and duties.

### **Conference Officer (CAA executive steering committee post)**

As recently established at the 2024 AGM meeting in Auckland, New Zealand. The Conference Officer position will replace the Publication Officer. The tasks of this position include:

- Manage the proceedings production process in conjunction with the local organising team and the Editorial Board;
- Serves as the liaison between the ESC and local conference organising team;
- Administers the conference abstract submission/review platform (currently CMT), providing support to the Scientific Committee as well as the local organising team, as well any technology adopted for hybrid or virtual conference participation;
- And leads the conference bid process, working to identify possible conference locations and coordinating with teams interested in organising the meeting.

Candidates for the new Conference Officer position are invited to get in touch with CAA Secretary Jeffrey Glover or current [Publication Officer Iza Romanowska](#) to find out more about the responsibilities and duties.

*Candidates wishing to run for any of these positions are asked to send a short motivational statement along with a current CV to the [CAA secretary](#) no later than **27 August 2024**.*