



Subject: call for candidates for four open CAA Executive Steering Committee posts and outreach officer

The current chair of CAA and the outreach officer will stand down at CAA2019 in Kraków. The current treasurer, publication officer, bursary and student/low income officer have served the first of their two terms.

Computer Applications and Quantitative Methods in Archaeology (CAA) invites CAA members to apply for the post of outreach officer (Steering Committee) and for one of the four open Executive Steering Committee (ESC) posts: chair, treasurer, publication officer, bursary and student/low income officer. Candidates must be CAA members and applications by all CAA members will be considered. CAA encourages in particular applications from female or non-European CAA members. The tasks associated with these posts are given below. Candidates must express an interest in the posts before 28 February 2019 by sending a motivational statement and CV to the CAA secretary. Please contact the [CAA secretary](#) if additional information is required. To become a CAA member, please visit our [website](#).

CAA is a growing international community with an active membership of over 500 academics and professionals with a shared interest in archaeological computing. The CAA has organised annual international conferences since 1973 and has 14 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 outreach officer is a steering committee (SC) post that will be filled by the most appropriate candidate selected by the CAA ESC from all received applications. The outreach officer is not obliged to personally attend the CAA conference or any other SC meetings globally.

ESC officers are elected by CAA members at the Annual General Meeting 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 weeks of full-time work** spread throughout the year to CAA business. Candidates must also be able to attend the yearly conference and an ESC meeting at the conference venue (or sometimes via Skype) usually in December/January before the conference (financial assistance is available for this pre-conference meeting but not for the conference itself). The election of officers for these four posts will happen by CAA members during the Annual General Meeting (AGM) at CAA Kraków (23–27 April 2019). If there are multiple candidates for a post, the candidates will be asked to give a short (2 minute) motivational statement at the AGM before the vote takes place.

Outreach (CAA steering committee post)

Candidates for this post will probably be creative and pro-active CAA members who have experience and interest in communication, social media, and outreach aimed at diversifying communities.

The tasks of this new post will include:

- Actively encourage new areas of membership and the diversity of the CAA community
- Share news, deadlines, advertising of CAA on selected social media and the CAA website
- Responsible for all external communication of CAA, but not to the membership (which is done by the Membership Secretary)
- Advise local organisers of social media strategies
- Oversee our connection to and collaboration with other conferences and academic communities (EAA, UISPP, DH, TAG, WAC). Consultation on conference dates and venues with these communities
- Provide an annual report of activities

Candidates interested in applying for this post should send a short motivational statement and a CV to the [CAA secretary](#) before 28 February 2019.

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 Chair presides over the AGM, ESC and SC meetings and represents the organisation to the outside world when appropriate. This overall view benefits from having experience of all aspects of CAA practices and business including conference, paper and session organisation, abstract and paper reviewing and publication.

Candidates interested in applying for this post should send a short motivational statement and a CV to the [CAA secretary](#) before 28 February 2019. Candidates are invited to get in touch with the current chair (Axel Posluschny, chair@caa-international.org) to find out more about the responsibilities and duties.

Bursary and student/low income officer (CAA executive steering committee post)

The tasks of this post include:

- Coordinate student/low-income bursaries
- Chair the bursary committee
- Coordinate handing out of bursaries
- Coordinate Nick Ryan bursary session
- Coordinate the assessment of the Nick Ryan bursary
- Coordinate the student/low-income representation
- Liaise with local organisers regarding affordable fees/accommodation

Candidates interested in applying for this post should send a short motivational statement and a CV to the [CAA secretary](#) before 28 February 2019.

Treasurer (CAA executive steering committee post)

The Treasurer deals with all financial activities of CAA, including:

- Keeping a detailed overview of finances
- All CAA related bills apart from those directly linked to conference organisation
- Organise annual auditing
- Managing bank accounts
- Primary contact for financial information regarding CAA
- Reporting all this to the officers and membership

The treasurer is also a member of the bursary committee, which is responsible for deciding which applicants will receive bursaries to attend the conference. Any incoming bursary application is decided by this committee on the basis of a set of rules, which will be published on the CAA webpage.

Candidates interested in applying for this post should send a short motivational statement and a CV to the [CAA secretary](#) before 28 February 2019.

Publication officer (CAA executive steering committee post)

The Publication Officer is responsible for ensuring and organizing the publication of the annual conference proceedings. S/he will be supported by an Editorial Board, consisting of other members of the SC, including co-opted ex officio members and the CAA Review College. Any member of CAA can be co-opted as an Editorial Board member by the ESC upon request from the Publication Officer.

Tasks of the publication officer include:

- Communication with the institution handling the online publication of the CAA Proceedings
- Supervising the Print-on-Demand related activities
- Communicating and supporting the Editors of each CAA Conference in planning and undertaking the publication of the Proceedings
- Occasionally communicating with Editorial Board to discuss relevant issues
- Answering questions on publication issues from members
- Maintaining publication and review (of published papers) guidelines
- Maintaining Review College database and communicating with its members
- Digital archiving of Proceedings
- Following up the publication plan for the next Publication Office Position cycle (2019-2021)

Candidates interested in applying for this post should send a short motivational statement and a CV to the [CAA secretary](#) before 28 February 2019.