

Call for Volunteers:

Outreach, Editorial Board, Ethics, and Scientific Committee Positions

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. CAA has organised annual international conferences since 1973 and has 17 national chapters spread across the globe. Entirely volunteer-led, CAA offers many opportunities for members to get involved and support the organisation's activities and mission. Joining one of CAA's committees is a great way to learn more about the organisation and to contribute your time, effort, and expertise to benefit the community.

Descriptions for the open positions are detailed below. We are looking for one new Editorial Board member and have multiple openings for all of the other committees. To apply for a post, please send a brief motivational statement describing your experience and interest in the role as well as a CV to the CAA Secretary (secretary@caa-international.org). **Early-career researchers and students are especially encouraged to apply.** Review of applications will begin immediately and will be on-going until the positions are filled.

Outreach Officers (CAA steering committee post)

Term Length: 3 Years; **Maximum Number of Terms:** 2

Candidates for this post should be creative and proactive CAA members who have experience and interest in communication, social media, and outreach aimed at engaging and diversifying communities. Outreach Officers work with the Secretary and other officers on all external CAA communications to promote the organisation and its activities. The outreach team is being expanded this year to include two Outreach Officers, ideally in different time zones, who will coordinate on CAA's public-facing communications. If you are interested in learning more about this role, please reach out to the current Outreach Officer, Alicia Walsh (outreach@caa-international.org)

Tasks of Outreach Officers

- Write and post relevant updates to promote CAA's activities and mission on the organisation's social media channels, website, and eNewsletter
- Monitor CAA's social media accounts and respond to posts and messages
- Advise and assist local conference organisers on social media strategies
- Communicate with the Secretary about issues raised by the public and membership on social media
- Actively encourage new areas of membership and the diversity of the CAA community
- Promote the Journal of the Computer Applications and Archaeology (JCAA) via the journal's Twitter and Instagram accounts and help with an eNewsletter about the journal.
- Provide an annual report of activities and serve on CAA's steering committee

Ethics Officers

Term Length: 3 Years; **Maximum Number of Terms:** 2

Ethics Officers advise on the implementation of CAA's ethics policy. They also coordinate the organisation's ethics reporting process and investigations into potential breaches of the ethics policy. The committee will consist of six past or current CAA members appointed by the Executive Steering Committee (ESC). The Ethics Officers represent the membership, and every effort is made to appoint a range of officers reflecting the diversity of the community. If you are interested in learning more about this role, please contact the CAA Secretary (secretary@caa-international.org) or the current ethics officers at ethics@caa-international.org.

Tasks of Ethics Officers:

- Advise the ESC on how to comply with the ethics policy
- Advise during the abstract review process on submissions flagged for ethics review
- Perform the annual CAA International internal ethics assessment
- Coordinate and implement the ethics reporting processes
- Participate in online committee meetings as well as ad hoc committees appointed to investigate allegations of breaches to CAA's ethics policy

Scientific Committee Members

Term Length: 3 Years; **Maximum Number of Terms:** 2

The Scientific Committee is responsible for overseeing the peer-review process for the annual conference to ensure consistency in the scientific quality of the presentations. The committee consists of fourteen members: the chair, eleven at-large committee members, and two local organisers. Candidates should be familiar with CAA and its reviewing process (e.g., by having presented a paper, or chaired a session/workshop at a previous conference). If you are interested in this position, please send a CV and a short letter discussing your interest in serving on this committee to the incoming Scientific Committee chair, Marta Lorenzon, (marta.lorenzoni@helsinki.fi) and the CAA secretary (secretary@caa-international.org). **We hope to fill these open positions before the CAA 2022 conference in Oxford.**

Tasks of scientific committee members

- Work with committee members to review and assess session proposals submitted for the annual conference
- Review and assess paper and poster abstracts submitted for the annual conference as part of the peer review college
- Provide guidance and assistance to session chairs on the review of proposals submitted to their sessions to ensure that the process runs smoothly and consistently
- Participate in online committee meetings as well as ad hoc committees to evaluate submissions flagged for ethics review
- The Scientific Committee may also create two to three thematic sessions to serve as general sessions at the conference

Editorial Board Member

Term Length: 3 Years; ***Maximum Number of Terms:*** 2

CAA's Editorial Board is responsible for managing the publication of the conference proceedings. The Board is chaired by the Publications Officer and includes the local organisers from the previous few conferences and one at-large Board Member. The candidate should have experience in the publication and sharing of non-standard research outputs, such as data, code, research pipelines, 3D models, ontologies, etc. This experience can come from the user's perspective, for example, through previous work with GitHub, Zenodo, or other types of repositories or digital editions focused on sharing computational workflows. A good understanding of open science and FAIR principles is required. If you are interested in learning more about this role, please contact the incoming Publications Officer, Iza Romanowska, at iromanowska@aias.au.dk.

Tasks of the Editorial Board Member

- Assist the Publications Officer and the local organisers with the proceedings publication process
- Work with the Publications Officer on developing a platform for sharing, peer reviewing and publishing digital research outputs.
- Participate in online committee meetings