



## 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 17 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: Secretary, Membership Secretary, and Bursaries and Student/Low-Income Officer. The current Secretary and Membership Secretary will be completing their first term and have agreed to stand for a second term.

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 a post before **26 August 2022** by sending a brief motivational statement and CV to the CAA secretary. 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 2022**. All current CAA members will receive an electronic ballot to cast during the election period of **31 October through 14 November 2022**.

Please contact the [CAA secretary](#) with any questions about the positions or the submission process for becoming a candidate. To become a CAA member, please visit our [website](#).

### Secretary (CAA Executive Steering Committee post)

The tasks of this post include:

- The Secretary shall act as Chair in case the Chair of CAA cannot attend a meeting of the ESC or the AGM
- Take minutes at AGM, SC and ESC meetings
- Primary contact for CAA related queries
- Update and manage CAA administrative documents
- Manage legal status

Candidates interested in applying for this post should send a short motivational statement and a CV to the [CAA secretary](#). Candidates are invited to get in touch with the current secretary (Jeffrey Glover) to find out more about the responsibilities and duties.

### **Membership Secretary (CAA Executive Steering Committee post)**

The tasks of this post include:

- Communication with the membership through mailing list, CAA website updates, and responding to general questions from the membership
- Coordinate communication activities with the outreach officer
- Organising the information on current and past members of CAA by maintaining and updating the members database
- Issuing certificates of membership for past events
- Gathering and maintaining figures about proposals, presentations, proceedings and attendees of past and current conferences

Candidates interested in applying for this post should send a short motivational statement and a CV to the [CAA secretary](#). Candidates are invited to get in touch with the current [membership secretary](#) (Emma Slayton) 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](#). Candidates are invited to get in touch with the current [chair](#) (Lisa Fischer) or secretary (Jeffrey Glover) to find out more about the responsibilities and duties.