

Call for candidates for CAA committee posts

The current chair of CAA, Gary Lock, has served his two three-year terms as chair and will stand down at CAA 2017 in Atlanta. The current secretary of CAA, Tom Brughmans, has served his first of two terms.

CAA invites members to apply for both posts. 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 2017 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 chair and secretary are ESC Officer posts (Executive Steering Committee). ESC officers are elected by CAA members at the Annual General Meeting (AGM) 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 posts will happen by CAA members during the AGM at CAA Atlanta (14-16 March 2017). 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.

Chair

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 2017. Candidates are invited to get in touch with the current chair (Gary Lock, chair@caa-international.org) to find out more about the responsibilities and duties.

Secretary

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

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