Call for Candidates for Four Open CAA Executive Steering Committee Posts

Computer Applications and Quantitative Methods in Archaeology (CAA) is a growing 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 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 Executive Steering Committee (ESC) consists of six officers and 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 four open ESC posts: Chair, Treasurer, Publication Officer, or Bursary and Student/Low Income Officer. The current Treasurer and Publication Officer have each completed their two terms and will step down. The Bursary and Student/Low Income Officer will be stepping down. The current Chair will be completing her first term and has agreed to stand for her 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 in the posts before **1st of September, 2021** 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 the **15th of October, 2021**. The election of officers for these four posts will happen by CAA members in the final quarter of 2021 as outlined in the CAA Constitution and approved by the membership at the 2021 Virtual AGM. Elections will be held online between the **8th and 22nd of November, 2021**.

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.

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.

Bursary and Student/Low Income Officer (CAA executive steering committee post)

The Bursary and Student/Low Income Officer is responsible for managing the bursary process for the annual conference as well as advocating for student and low income members of CAA. The tasks of this post include:

- Coordinating student/low-income bursaries, including chairing the bursary committee and disbursement of the awarded bursaries
- Coordinating the Nick Ryan bursary session and assessment of the NR bursary
- Liaising with local organisers regarding affordable fees/accommodation

Students and recent graduates are especially encouraged to run for the Bursary and Student / Low Income Officer position.

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

Publication Officer (CAA executive steering committee post)

The Publication Officer is responsible for ensuring and organizing the publication of the annual conference proceedings. The tasks of this post include:

- Communicating and supporting the Editors of each CAA Conference in planning and undertaking the publication of the Proceedings
- Communicating with the institution handling the online publication of the CAA Proceedings as well as maintaining publication and review (of published papers) guidelines
- Chairing the Editorial Board, which consists of the current CAA Conference Editors as well as several others co-opted, ex officio members
- Maintaining Review College database and communicating with its members
- Supervising the Print-on-Demand related activities and managing the digital archive of Proceedings
- Answering questions on publication issues from members

Candidates for the Publication Officer position benefit from having been a member of the Peer Review College and/or publishing in the CAA Proceedings.