



2019-20 ECPN Committee Position Descriptions

Position: Chair

Term: One year

Areas of responsibility:

- AIC Point of Contact:
 - Communicate directly with AIC Board Director for Professional Education, AIC staff liaison and relevant AIC and FAIC staff members (e.g. Meetings Director, Membership Coordinator) to discuss the management and execution of ECPN's activities.
 - Attend annual Internal Advisory Group (IAG) meeting at the AIC Headquarters Washington DC in the Fall (typically November).
 - Prepare periodic reports to the board in consultation with AIC Board Director for Professional Education and AIC staff liaison (typically two times per year in advance of the Fall and Spring AIC Board Meetings).
 - Working with AIC staff liaison and the Vice Chair to draft ECPN annual budget.
- ECPN Leadership:
 - Oversee and guide the activities of the network in concert with the Vice Chair. Propose and support ECPN projects and delegate responsibilities. Reach out to those interested in working with ECPN.
 - Organize monthly and ad hoc conference calls as needed; draft agendas, solicit agenda items from officers, and lead calls.
 - Review and edit all material published by and about ECPN.
 - Oversee the webinar program with the Webinar Coordinator (depending on the structure of officer positions).
 - Collaborate with other ECPN officers to contribute to the AIC blog, ECPN Facebook page, and other special projects as time allows.
 - Directly manage select collaborative projects as needed (e.g. ECPN-HBCU mentorship program) or in the initial stages of development (e.g. ECPN-CIPP pilot mentorship program), with the assistance of the Vice Chair.
 - Work with Vice Chair to identify and post ECPN officer position vacancies; review officer position descriptions; lead discussions of candidates with ECPN officers; solicit feedback from AIC Board and staff liaisons; recommend candidates to the AIC Board liaison for formal approval/appointment by the AIC Board of Directors.

- Initiate a review and evaluate the status of ongoing projects on an annual basis, in advance of the AIC Annual Meeting and ECPN officer transitions.
- Promote the Professional Associate status for AIC members and eligible emerging conservation professionals (these designations may change pending the recommendations of the Membership Designation Working Group)
- Communications:
 - Oversee submissions to AIC News, including bi-monthly column for Specialty Group column section and periodic lead article contribution (schedule for lead article rotation is on the AIC News web page; AIC News style guidelines can be found [here](#)).
 - Communicate with the AIC Education and Training Committee (ETC) Chair, Equity and Inclusion Committee (E&IC) Chair, and other members of AIC committees about projects involving ECPN.
 - Manage the general ECPN Chair email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- Annual Meeting: Consult with and provide support to the Vice Chair in the development and coordination of ECPN programming at the AIC Annual Meeting. Initiate and oversee ECPN Poster contributions to AIC Annual Meeting. Promote ECPN involvement in AIC Annual Angels Projects
- ANAGPiC: Coordinate ECPN representation and brief presentation at the annual ANAGPIC meeting
- Committee Archive: Sort and file by year the relevant reports and documents from ECPN outreach activities on the ECPN BaseCamp platform.

Updated: March 2019

Position: Vice Chair

Term: One year, transitioning to Chair for the following term

Areas of responsibility:

- Assist the Chair with the following tasks:
 - Contribute to monthly conference call agendas; run meetings for Chair as needed.
 - Review and edit all material published by and about ECPN.
 - Prepare periodic reports to the board in consultation with AIC Board Director for Professional Education and AIC staff liaison (typically two times per year in advance of the Fall and Spring AIC Board Meetings).
 - Prepare and organize columns for AIC News.
 - Communicate with Education and Training Committee (ETC) Chair and other members of AIC committees about projects involving ECPN.
- Oversee the following projects in collaboration with the Chair:
 - Develop and coordinate ECPN programming at AIC Annual Meeting, working with AIC Staff Liaison and Meetings Director.
 - Identify ECPN officer position vacancies; review officer position descriptions; serve as point of contact for applicants; collate submitted application materials and organize for review by ECPN officers. After discussing candidates with ECPN officers, work with Chair to solicit feedback from AIC Board and Staff liaisons to make final selections.
 - Update ECPN Officers handbook.
- Propose and support ECPN projects and delegate responsibilities; reach out to those interested in working with ECPN in consultation with the Chair.
- Collaborate with other ECPN officers to contribute to the ECPN Online Community, ECPN Facebook page, and other special projects as time allows.
- Social Media: Serve as administrator for ECPN's active Facebook page: approve member requests, monitor reported "spam" posts, keep apprised of post topics and active comment threads, and facilitate discussions by answering questions and directing participants to ECPN's online resources
- Communications: Manage the general ECPN Vice Chair email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- Committee Archive: Sort and file by year the relevant reports and documents from ECPN initiatives.
- Other special projects: As appropriate, help with ECPN projects such as the Mentoring Programs, Annual meeting posters and fliers, presentations, surveys, etc.

Updated: March 2019

Position: Communications Co-Officer

Term: Two years

General duties

- Act as the secretary and a lead editor for ECPN.
- Raise awareness of the group among emerging conservators to attract new, active members.
- Encourage involvement of emerging conservators in AIC communications and publications, including JAIC and Wikis.
- Keep the broader AIC membership apprised of ECPN activities by writing or soliciting columns, blog posts, and articles as appropriate.
- Communicate with other AIC committees and specialty groups on behalf of ECPN about projects involving ECPN members and to promote ECPN activities.
- Serve as ECPN liaison to AIC Publications Committee.

Areas of responsibility

- **Committee Conference Calls:** Attend monthly conference calls. Submit agenda items to the Chair in advance of the call. Take meeting minutes and distribute draft to Committee officers. Incorporate corrections and then post to the ECPN Officers Community upon Committee approval. Share minutes with relevant parties, including AIC's Education and Training Committee (ETC) and the Canadian Association for Conservation's Emerging Conservators Committee (CAC-ECC).
- **ECPN E-blasts:** Coordinate and write ECPN e-blast content as needed. Work with AIC Staff liaison to distribute e-blasts.
- **Editing:** Work in conjunction with the Chair and Vice chair, serving as primary editors for internal committee documents and external communications and content (e.g. blogposts, promotional materials, Wiki and website copy).
- **AIC-ECPN Subsite and Conservation Wiki:** Work in conjunction with the Chair and Vice Chair in maintaining and updating the AIC-ECPN subsite and ECPN Wiki page by uploading links for new content, such as the webinars, blogposts, and news content. Aid the Chair and Vice Chair in managing Wiki Month each January.
- **Graphics:** Update ECPN flier at the start of the term. Coordinate and design ECPN Poster contributions to professional meetings. Reach out to AIC members, emerging conservators, and others in related professions with fliers and posters at conferences and meetings, to raise awareness of ECPN's mission and program and encouraged broader involvement.
- **AIC Blog:** Promote ECPN programs, initiatives, and resources through blog posts.
- **Social Media:** Serve as administrator for ECPN's active Facebook page: approve member requests, monitor reported "spam" posts, keep apprised of post topics and active comment threads, and facilitate discussions by answering questions and directing participants to ECPN's online resources. Update the Facebook Cover Image periodically (2-3x a year), working with Outreach officers to solicit submissions. Manage and update ECPN Social Media calendar; regularly post timely and relevant ECPN content and resources. Lead social media initiatives tied to other ECPN programming. Update Facebook Posting Guidelines as necessary, in consultation with the Chair.
- **Publications:** Liaise with the AIC Publications Committee to raise awareness among emerging

conservators of publication, peer review, and award opportunities, and participate in the dialogue on the publication and dissemination of conservation literature in print and other media. Attend AIC Publications Committee business calls and meetings, when appropriate. Keep the wider AIC membership apprised of ECPN activities with occasional articles in AIC News. As needed, assist Chair with compiling content and writing bi-monthly columns for AIC News.

- Communications: Manage the general ECPN Communications email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- Committee Archive: Sort and file by year the relevant reports and documents from ECPN communication activities on the ECPN Officers Online Community.
- Other Special Projects: As appropriate, help with ECPN projects such as the Mentoring Program, Annual meeting posters and fliers, presentations, surveys, etc.

Updated: March 2019

Position: Digital Platforms Co-Officer

Term: 2 years

General duties

- Oversee updates across all ECPN web-based platforms.
- Create a network digital archive for ECPN.
- Migrate and consolidate ECPN data from legacy digital platforms.
- Solicit content and manage the ECPN Wiki.
- Work with ECPN, AIC staff, and the AIC Board Director for Professional Education to coordinate at least two webinars or web-based programs per year.
- Develop a diverse webinar program that addresses each demographic of the Network, including pre-program, graduate student, and post-graduate.
- Ensure that the webinars are well organized, promoted, recorded, and posted on AIC's YouTube account.
- Involve other ECPN officers and collaborative partners as needed to encourage a broad range of participation (e.g to serve as moderators and co-organizers).

Areas of responsibility:

- Subsite: Update the ECPN subsite with new content and periodically check all links.
- Online Communities: Maintain and update the "Library" tab on all ECPN communities on Higher Logic.
- Legacy Data: Migrate and rename content from BaseCamp, Flickr, and other previously-used platforms.
- Archive: Create digital archive for ECPN data that aligns with recommended standards.
- Editing Responsibilities: Assist with editing ECPN content for publication on web-based platforms.
- ECPN Wiki: Oversee the creation and contribution of new content during the AIC-wide Wiki Edit-a-thon, taking place each January. Reformat ECPN wiki pages to confirm with new style recommendations.
- Webinar Schedule: Create a schedule for webinars or other web-based programming in collaboration with the ECPN Officers and AIC staff. Each Digital Platforms Co-Officer will take the lead on at least one webinar per term.
- Webinar Content: Brainstorm with the ECPN Officers, AIC staff, and ECPN community to identify webinar ideas that best meet the ECPN community's needs and interests while maintaining a diverse webinar program.
- Webinar Program Development: Identify potential co-organizers and presenters 2-3 months in advance of the program. Plan to serve as the webinar moderator or identify other potential moderator(s). The Digital Platforms Co-Charis are the primary contact between the ECPN, AIC Staff, and webinar presenters.
- Webinar Technology: Along with AIC staff, work with any moderators, co-organizers, and speakers to ensure that they feel comfortable using the webinar technology that will be used during the program.
- Webinar Promotion: Work with the ECPN Communications Officers, ECPN Outreach Officers, and AIC staff to promote webinars.

- Webinar Participant Statistics: Just before the webinar, collect statistics on how many people have registered. During or just after the webinar, confirm these numbers to include in follow up blog posts, board reports, or monthly committee conference calls.
- Sharing Webinar: Work with AIC staff to ensure that the webinars are recorded and posted soon after the program ends on AIC's YouTube account.
- Web-related Communications: Manage the general ECPN Webmaster email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- Other Special Projects: As appropriate, help with ECPN projects such as the Mentoring Program, Annual meeting posters and fliers, presentations, surveys, etc.

Updated: April 2019

Position: Outreach Co-Officer

Term: Two years

General duties

- Oversee ECPN Liaison Program: Regional Liaisons, Specialty Group Liaisons, Committee and Network Liaisons, and Graduate Liaisons.
- Work to facilitate communication between the regional, specialty group, committee, and graduate program liaisons with ECPN, regional conservation professional organizations, and the wider AIC membership.
- Raise awareness of ECPN among emerging conservators to promote and attract new, active membership.
- Address the interests and questions of emerging conservators, including pre-program, graduate students, and early-career professionals through blog posts and other digital media.
- Encourage involvement of emerging conservators on various social media platforms to create a dialogue about the profession.

Areas of responsibility:

- Committee Conference Calls: Attend monthly conference calls. Submit agenda items to the Chair in advance of the call.
- ECPN Liaisons: Oversee, strengthen, and expand ECPN liaison program. Serve as main point of contact for the Regional Liaisons, AIC Specialty Group Liaisons, Committee and Network Liaisons, and Graduate Program Liaisons. Hold periodic conference calls and biannual check-ins with liaisons. Develop resources for outreach and update Liaison Toolkits biannually. Identify and advertise liaison position vacancies, manage liaison recruitment and applications. Archive liaison activity reports. Answer questions, post announcements, build topics and encourage discussion among Liaisons via ECPN Liaisons Online Community. Manage and provide technical assistance with the generic liaison email accounts.
- Outreach within AIC: Encourage AIC Specialty Groups, Networks, and Committees to create a student or junior member position to increase emerging conservation professional participation and involvement in AICs.
- AIC Blog: Contribute to the ECPN Online Community, helping to brainstorm post ideas and assisting with content development, writing, and editing as needed.
- Communications: Manage the general ECPN Outreach email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- Committee Archive: Sort and file by year the relevant reports and documents from ECPN outreach activities on the ECPN Officers Online Community.
- Other Special Projects: As appropriate, help with ECPN projects such as the Mentoring Program, Annual meeting posters and fliers, presentations, surveys, etc.

Updated: March 2019

Position: *Professional Education and Training (PET) Co-Officer*

Term: Two years

General duties:

- Advocate for support of career development initiatives for emerging conservation professionals
- Help to enhance emerging professionals' understanding of AIC structure and membership benefits, and support emerging conservators in achieving Professional Associate (PA) status in AIC.
- Enhance dialogue between ECPN and the conservation graduate programs.
- Enhance dialogue and seek out collaborative opportunities between ECPN and the Education and Training Committee (ETC).
- Enhance dialogue between ECPN and AIC specialty groups, including Conservators in Private Practice (CIPP), in support of issues facing emerging freelance conservators.
- Contribute to ECPN Professional Education programming and initiatives, including webinar programming.

Areas of responsibility:

- Committee Conference Calls: Attend monthly conference calls. Submit agenda items to the Chair in advance of the call.
- ECPN Wiki: Contribute content to the ECPN Wiki page on the greater AIC Wiki. Continue to add information and resources as they develop.
- Annual Meeting: As necessary, assist with the development and execution of ECPN's programming at AIC's Annual Meeting (e.g. business meeting, poster session lightning round, portfolio seminar/session, career coaching, resume review, and speed networking events).
- ECPN Webinars: As necessary, help to develop a diverse webinar program that addresses each demographic of the Network, including pre-program, graduate student, and early-career professional.
- AIC Online Community: Manage ongoing blogpost interview series on International Education and Specialty Groups (e.g. Asian Art, Electronic Media, and future iterations); solicit and organize suggestions for interview candidates; select and invite interviewees, serving as main point of contact and shepherding the written interview through the editing process to layout and publication on the blog. Brainstorm ideas for blog post topics. Write blog entries or solicit writers among ECPN officers and wider AIC membership, especially during the AIC annual meeting. Manage comments on blog posts.
- Communications: Manage the general ECPN PET email account. Promptly respond to inquiries and direct questions to relevant parties as necessary.
- Committee Archive: Sort and file by year the relevant reports and documents from ECPN PET activities on the ECPN Officers Online Community.
- Other Special Projects: As appropriate, help with ECPN projects such as the Mentoring Program, Annual meeting posters and fliers, presentations, surveys, etc.

Updated: March 2019