

# Election of ASHA Committee for 2021-22

## Nomination Form

### Committee Positions

- President
- Vice President (2 positions)
- Treasurer
- Secretary
- Blog Editor
- Social Media Officer
- Awards Coordinator
- Web Manager
- Regional Reps Coordinator
- Events Coordinator
- Other Societies Representative



# ASHA

AUSTRALASIAN SOCIETY FOR  
HISTORICAL ARCHAEOLOGY

[www.asha.org.au](http://www.asha.org.au)

Uncontested positions will be filled without an election. A ballot election will be held if there are contested positions, or if there are more than 8 nominations for the General Committee.

Each person nominating for a General Committee position must express their interest in taking on a special role on the committee (see overleaf). Each member of the committee will be expected to fill one role, and nominees are asked to select their first and second choice of role. Roles will be confirmed at the first General Committee Meeting following the AGM.

All Nomination Forms must be received by email before **5.00pm Friday 8 October 2021.**

To be eligible you must be a financial member of ASHA for 2021-22 and be nominated by two financial members of ASHA. To remain on the Committee, you must remain a financial member for the duration of your term (i.e. 2021-22 and 2022-23).

Send email forms to:

[election@asha.org.au](mailto:election@asha.org.au)

Nominees and Nominators must be **financial members** of ASHA for **2021-22**.

### Nominee

PLEASE PRINT CLEARLY!

_____	_____	_____	_____	_____
Title	First Name	Surname	Signature	Date

### Committee Position/s

_____	_____
Position 1	Position 2

### Nominators

_____	_____	_____	_____	_____
Title	First Name	Surname	Signature	Date

_____	_____	_____	_____	_____
Title	First Name	Surname	Signature	Date

# ASHA Committee Positions and Roles

2021—2022

## ASHA National Committee Roles

### Obligations for all Committee Members

- Brings knowledge and experience to the discussions of all Society matters brought before the committee and votes on their endorsement and implementation.
- Brings matters of concern raised by members to the attention of the Committee.
- Available for a monthly committee meeting, (video/audio/in person)
- Be in frequent email contact to discuss ASHA issues.
- Attend the AGM.
- Wherever possible, attend ASHA events hosted in your state/city.
- Be ready to serve on subcommittees and aid the organisation of events.

## Executive Committee

### President

- Sets strategic direction to fulfil aims of Society.
- Takes leadership in representing interests of historical archaeology in context of development of government heritage policy at all levels.
- Chairs meetings and host events.
- Responds to official correspondence

### Vice Presidents

- Support the President in carrying out administrative tasks necessary to the running of the Society.
- Leading or chairing sub-committees

### Treasurer

- Oversees the financial management of the Society.
- Pays all invoices received and signs any cheques required.
- Manages receipt of all income including subscriptions, publications and royalties.
- Advises Administrative Officer, Secretary and Web Manager regularly of income received from subscriptions and publication sales via the website from subscriptions, royalties and publication sales via PayPal and ASHA bank accounts.
- Annually acquits all income and expenses with ASHA bank accounts and PayPal and prepares the financial report for the AGM.

- Prepares and submits all documentation required for the annual audit of ASHA finances.
- Keeps and updates regularly spreadsheets of all income and expenses
- Manages reimbursements (with receipts)

### Secretary

- Provides essential administrative support in the management of the Society.
- Is the primary point of contact for members and maintains the member list.
- Co-ordinates AGM/meetings and takes minutes.

## General Committee

### Blog Editor

- Responsible for the production of the quarterly ASHA blog summary by the 1st of March, June, September and December.
- Edits blog content.
- Arranges for guest editors of blog material or web stories when necessary.
- Coordinates with Social Media officer and President to edit or create material for Instagram.
- Coordinates with Regional Reps Coordinator to receive material from Regional Reps.

### Regional Reps Coordinator

- Liaises with Regional Reps to receive ASHA blog content in a timely manner.
- Provides an introduction to new Regional Reps.
- Liaises with Regional Reps and the Events Coordinator to plan events in new regions.
- Organises and holds event sub-committee (Regional Rep) meetings.
- Manages the tracking of Regional Rep annual budgets and reports to treasurer.

### Web Manager

- Updates ASHA webpage with new information as required by the Committee.
- Sources new ASHA material for webpage.
- Liaises with the journal and newsletter blog editors to ensure that these are appropriately available online
- Liaises with the secretary and treasurer to ensure that online membership and payment systems work and that relevant ASHA resources are hosted online.

# ASHA Committee Positions and Roles

2021—2022

- Ensures that all the information on ASHA's website is current, and if it is not, sources new information to update the website.

## Events Coordinator

- Works with the Committee, Regional Reps, members and NAW representative to organise ASHA events.
- Organises and holds event sub-committee (Events) meetings.
- Scopes new event models and/or known event models (Workshops, Reading Groups, ASHA-in-the Pub etc) to new regions.
- Scopes digital recording and online ASHA website resources related to Events.
- Position is responsible for the preparation and execution of ASHA events.
- Coordinates with the Secretary, Web Manager and Blog Editor for updates and promotion of ASHA events.
- Reports to the committee on events and sub-committee decisions.
- Renewal each year with other nominations
- Coordinates with the Secretary, Web Manager and Blog Editor for updates and promotion of ASHA events and Regional Rep updates.
- Reports to the committee on events and sub-committee decisions.

## ASHA Regional Representatives

- Representatives from each Australasian Region

## Awards Coordinator

- Liaises with the conference committee and the ASHA committee to arrange annual ASHA awards.
- Reviews the awards process as needed and maintains an awards program that is relevant to the society.
- Reports to the ASHA committee on the awards process and sub-committee actions.
- Coordinates with an awards sub-committee, to complete all tasks required to run awards, such as selecting a panel and releasing calls for award nominations.
- Organises and holds awards, generally in conjunction with the ASHA annual conference.
- Prepares blog/media items relating to the award nominations and winners.

## Social Media Officer

- Coordinates a cohesive and organised approach to ASHA's various media platforms, including the Discussion List, Twitter, Facebook, Instagram and the Website.
- Manages ASHA's Facebook, Twitter and Instagram pages/accounts.
- Adds new posts in consultation with committee.
- Monitors and reports discussions.
- Posts job ads, news articles, retweets, repost

## Other Societies Representative

- Liaises with societies (such as SHA, AAA, RAHS, Big Dig Centre, Professional Historians, Universities) over webpage coordination of publications and information sharing.
- Liaises with societies regarding potential for book sales at ASHA conferences and for ASHA book sales at other conferences.
- Organises ASHA publicity for society members.
- Identify other societies for liaison, AAA, ACCAI, ICOMOS

## Special Roles (not on National Committee)

### Public Officer

- Prepares and submits documentation annually, and as required, to ensure the continued registration of ASHA.
- Maintains a register of the contact details for all National Committee members.

### Discussion List Officer

- The person acting as list manager needs to have access to a program and server to support the list.
- The manager must check postings to the list daily and approve their posting to the list; ensuring that the content is appropriate for the list and cannot be construed as offensive or defamatory.
- Every six months with the help of the Secretary ensure that the membership listings are correct.
- Promptly add or change members' email addresses when sent by the ASHA Admin Officer.
- Respond promptly to requests for removal from the list from institutions or individuals.

# ASHA Committee Positions and Roles

2021—2022

## Administration Officer

- ASHA's paid officer role, for administration support tasks.
- Improves and manages ASHA's central administration tasks.

## Publications Officer

- Holds copies of the ASHA publications.
- Coordinates with Administration and Editors to send publications to members, when required.

## ASHA editor/s

- The production of the journal
- Managing the submission of journal articles
- Managing the referring process
- Communication with authors
- Publication schedule
- Proofing and styling of the journal for delivery to the typesetter/designer/printer
- Managing the journal publication program
- Delivery of journal to the Secretary for distribution

## ASHA monograph editor/s

- Identifying the aims of the monograph series: i.e. publication of examples of best practice, advancement of the discipline, etc.
- Managing the monograph publication program
- Communication with authors
- Proofing and styling of the journal for delivery to the typesetter/designer/printer
- Production of the monograph.

## ASHA National Archaeology Week Officer

- Is ASHA's representative on NAWs National committee.
- Looks at the potential for ASHA branding of future NAW events around Australia.
- Reports to ASHA committee on NAW events.

## Regional Committees

- Can be formed in any region, with 5 members making a minimum committee.
- Regional Committees should report to the National Committee.