

Visual Resources Association Membership Committee Manual of Operations

CURRENT CHARGE

"To support the Association's membership retention and enrollment efforts in conjunction with the Member Services Coordinator. This includes the development and maintenance of contact lists and listservs, placing advertisements where appropriate, and coordinating the regional chapters program through involvement, encouragement and recognition. To make recommendations to the Executive Board and implement decisions of the Executive Board in accordance with the Association's mission."

MEMBERSHIP

VRA Bylaws

Article VI: Standing Committees, Advisory Groups, and Board Appointments

Section 2. The Executive Board shall appoint committee chairs for specified terms, normally for two years, from the voting membership of the Association. All committee appointments shall begin at the close of the Annual Business Meeting. The President of the Association is a nonvoting ex-officio member of all committees of the Association. The President may appoint a member of the Executive Board as a liaison to any standing committee.

Section 5. Each standing committee, Advisory Group, and Board Appointee shall, at a time and in a manner prescribed by the Association Secretary, submit a written annual report for review by the Executive Board. Annual reports should summarize the activities of the committee, Group, or Appointee for the entire year, and will, upon approval by the Executive Board, be made available to the membership in an official publication or venue of the Association. Each standing committee and Task Force will also submit a Mid-Year report for confidential review by the Executive Board. Any Advisory Group or Board Appointee may be requested by the Association Secretary to provide a Mid-Year report for confidential review by the Executive Board. Any standing committee, Advisory Group, or Board Appointee wishing to make a budget request or propose an item for Executive Board action must submit a written request for same at the time and in the manner prescribed by the Association Secretary for submission of Mid-Year reports.

MEETINGS

The Membership Committee will meet once per year at the Association's annual conference. All committee members attending the conference should attend this meeting. Additionally, a member of the Executive Board will attend to represent the Board and President. Guests and members interested in joining the committee may also attend.

MEMBERSHIP COMMITTEE TIMELINE

One month before Annual Conference: Committee Chair submits annual report

Spring: VRA Annual Conference – Committee meets

Mid July-Mid August: Committee Chair submits mid-year report

Early December: Annual conference announced – Committee publicizes as appropriate

Throughout the year: Committee meets as needed

COMMITTEE ROLES AND RESPONSIBILITIES

Chair

As the leader of the committee, the Chair is responsible for the following tasks:

- Establishing the future goals with the committee, particularly for the coming year.
- Assigning and guiding people in executing these goals.
- Maintaining entire committee awareness of all committee activities.
- Writing an Annual (February) and Mid-year (June) report to the Board on the activity of the committee. This is done using a template in MS Word format, provided by the Secretary of the Board.
- Proposing new projects to the Board with accompanying budget requirements.
- Encouraging recruitment and retention of the committee membership itself.

Chapter Liaison

As the liaison to the leadership of the Regional Chapters, the Chapter Liaison is responsible for the following tasks:

- Maintaining contact with and keeping accurate contact information for the Regional Chapters' leadership.
- Working with Chapter leaders on regional outreach to potential new members.
- In consultation with Chapter leaders, maintaining and updating the Chapter Leadership Guide.
- Creating an agenda for and leading the Regional Chapter Chairs' meeting at the annual conference (if attending) and for periodic Chapter Chairs' online meetings throughout the year.
- Inviting other interested individuals to the Regional Chapter Chairs' meeting (Membership Coordinator, Web Master, Social Networking Coordinator, etc.).
- Writing and distributing minutes of the Regional Chapter Chairs' meeting to the Chapters' leadership and the Membership Committee Chair.
- Soliciting information on Chapter activities for inclusion on the VRA website and elsewhere.
- Sharing information about new members with appropriate Regional Chapter Chairs, encouraging them to contact the new members. New member information is provided by the Membership Coordinator.
- Informing Web Master of changes to Chapter leadership.

Mentor Coordinator

As coordinator of the mentorship program the Mentor Coordinator is responsible for the following tasks:

- Soliciting mentors and those wishing mentors for the annual conference and the year-round mentor program.

- Ensuring that everyone seeking a conference or year-round mentor is matched with one.
- Preparing brief reports on the Mentor Program to be included in the mid-year and annual committee reports for the Board.
- Matching new members not residing in an area currently served by a Regional Chapter with mentors near them. The VRA Membership Coordinator provides the Mentor Coordinator with this information.
- Welcoming new members at the annual conference's New Members & First Time Attendees Breakfast, providing brief introductions or a program when requested by the Board.
- Initiating the Peer Resume and Cover Letter Review program to provide VRA members with support for personal professional materials.

Contact Database Manager (legacy position; no longer active)

As manager of the database of contact information of schools and associations whose members might be interested in VRA activities, the database manager is responsible for the following tasks:

- Send contact information upon request to any VRA officer, task force or committee.
- Update data as required.
- Preserve data.

Visual Resources Emerging Professionals and Students (VREPS) Co-Chairs

As leaders of the VREPS group, a sub-committee of the Membership Committee designed to specifically meet and publicize the needs of students and new (within ten years of the start of their career in visual resources) professionals, the Co-Chairs are responsible for the following tasks:

- Maintaining and updating the VREPS website with news relevant to students and new professionals (job and internship postings, professional development opportunities, etc.).
- Holding a Business Meeting at the annual conference for the VREPS membership and other interested attendees.
- Hosting a social event in some form at the annual conference for VREPS members and other interested attendees.
- Proposing a session at the annual conference (i.e. workshop, panel presentation, etc.).
- Holding an annual Virtual Meeting.
- Compiling a list of institutions willing to act as host to the VRAF Intern. This involves sending out a call for host institutes via listservs (ARLIS, VRA, SAH, etc.), compiling a list with the pertinent information and a brief description of each position, and disseminating the information to interested parties.
- Collaborating with ArLiSNAP on an annual webinar/virtual conference.

HISTORY – 1995-2007

“Coordinating the regional chapters program through involvement, encouragement and recognition”

The committee has undertaken several projects to fulfill this part of its charge, some of which became standing commitments, such as the Mentorship program and the Regional Chapters’

Guide. In 1998, the Membership Committee, with Betty Antrim as chair, decided to host an event to welcome new members and those attending a conference for the first time. In 1999 the committee also began a program to provide first time attendees with mentors. At that time, the focus was to make the conference a more enjoyable experience for first timers. This project has now evolved into a yearlong mentoring program, which includes a system to provide people to welcome new members between conferences. Betty Antrim conceived the program and ran it the first year before handing it over to Marcia Focht who managed the program for several years. The committee chose at the 2007 Annual Conference to recognize the importance of her responsibilities by creating a new position on the committee, the Mentorship Coordinator.

Assisting the leadership of the Regional Chapters has long been a goal of the committee. This took the form of developing several Guides, with Kathe Albrecht and Barbara Furbush being authors of two significant such guides. In 2003, the committee posted a Leadership guide on the VRAweb to improve access for chapter leadership and perhaps ensure its survival. Prior to that posting, the committee formalized a Chapter Liaison position on the committee to give the Chapters' leadership a specific contact person on the committee and took on the management of the meeting that occurred during the annual conference for Regional Chapter officers to meet and exchange ideas. The membership committee now leads this meeting and encourages the regional chapters to send representatives. During this meeting a committee representative not only leads discussion, but also acts as conduit to express any concerns that this ex-officio group may have. Additionally, in the early years of the position, the Chapter Liaison compiled regional chapter news and published it in the *Images* newsletter so that regional chapters maintained awareness of other Chapters' activities.

“Development and maintenance of contact lists and listservs, placing advertisements where appropriate”

This phase of the charge was first addressed under Marcia Focht's chair. The committee developed a list of listservs to which we could send promotional material in the form of email announcements. This was later expanded into a database, developed by Eileen Coffman, of contacts for organizations with similar interests and academic institutions through whom we might reach those who would be interested in participating in VRA. The first project that utilized this contact database was the disbursement of a VRA poster to library schools. The database was also offered to other VRA committees and task forces. In recent years, the Membership Committee has included the Social Networking Contributor as an ex officio member in the interest of promoting the activities of the VRA to the membership at large and beyond.

PAST COMMITTEES AND CHAIRS

Kathe Albrecht, chair

Betty Antrim, chair 1997-2000

Marcia Poore, SUNY Binghamton

Leigh Gates, Chicago Art Institute

Margo Ballantyne, Lewis & Clark College

Loy Zimmerman, CSU Long Beach

Bonita Billman, Georgetown University
Peggy Ottens, Dickinson College

Marcia Focht, Chair 2000-2002

Kathe Hicks Albrecht, American University
Elizabeth Antrim
Margo Ballantyne, Lewis & Clark College
Bonita Billman, Georgetown University
Eileen Coffman, Southern Methodist University
Barbara Furbush, J. Paul Getty Museum
Sheryl Wilhite Garcia, University of Houston
Leigh Gates, Art Institute of Chicago
Joyce Henderson, University of Arizona
Kathy Hull, Wichita State University
Beth Kopine, University of Missouri/Columbia
Trudy Levy, Image Integration
Peggy Ottens
Ann Thomas, Union College

Trudy Levy, chair 2002-2007

Elizabeth Antrim, Emeritus,
Susan Ridenour, National Aquarium, Baltimore
Marcia Focht, Binghamton University
Barbara Furbush, Getty Research Library
Elaine Paul, Univ of Colorado
Kristin Solias, Univ of Mass
Steven Kowalik, Hunter College
Jenni Rodda, Institute of Fine Arts,
Amy Jackson, University of Illinois at Urbana-Champaign

Amy Jackson, chair 2007-2009

Elizabeth Antrim, Emeritus
Lindsay Bosch, The Art Institute of Chicago
Marcia Focht, Binghamton University
Andrea Frank, Boston College
Trudy Levy, Image Integration
Elaine Paul, University of Colorado, Boulder
Jenni Rodda, Institute of Fine Arts, New York University

Elaine Paul, chair 2009-2013

Barbara Brenny, North Carolina State University
Melanie Clark, Texas Tech University
Heather Cleary, Otis College of Art and Design
Marcia Focht, Binghamton University
Trudy Levy, Image Minders
Rebecca Moss, University of Minnesota
Anne Norcross, Kendall College of Art and Design of Ferris State University
Inga Theissen, University of Minnesota
Catherine Worrall, University College Falmouth

Melanie Clark, chair 2013-2018

Elizabeth Antrim, Emerita

Stephanie Beene, Lewis and Clark College (Social Networking Contributor ex officio)

Karen Bouchard, Brown University (Mentor Coordinator)

Barbara Brenny, North Carolina State University

Melanie Clark, Texas Tech University (Committee Chair)

Julia Deal, Davidson College (Chapter Chair Liaison)

Marie Elia, University at Buffalo (VREPS ex officio)

Heidi Eyestone, Carleton College

Dawn Feavoyour, Rollins College

Trudy Levy, Image Minders

Anne Norcross, Kendall College of Art and Design of Ferris State University

Elaine Paul, University of Colorado Boulder (Board Liaison)

Molly Schoen, University of Michigan-Ann Arbor (VREPS ex officio)

Inga Theissen, Macalester College

Catherine Worrall, University College Falmouth

Amy Lazet, chair 2018-present

Elizabeth Antrim, Emerita

Barbara Brenny, North Carolina State University

Dawn Feavoyour, Rollins College (Mentor Coordinator)

Elaine Paul, University of Colorado Boulder

Chelsea Stone, History Colorado (VREPS ex officio)

John Trendler, Scripps College (Chapter Chair Liaison)

Kendra Werst, Williams College (VREPS ex officio, Social Networking Contributor ex officio)