



The **Archivists Round Table** of Metropolitan New York, Inc.

Committee Mission Statements and Strategic Plans, August 2017

At its core, the mission of the **Archivists Round Table of Metropolitan New York, Inc. (A.R.T.)** is to educate, promote, and advocate for the awareness and preservation of archival collections and the professionals who work with these collections.

The Mission Statements and Strategic Plans below will guide A.R.T. Committees for the next five (5) years or until June 2022. At that time, the Statements and Plans will be revisited and revised accordingly.

A.R.T. Programming Committee Strategic Plan

Mission Statement:

The Programming Committee is responsible for all aspects of A.R.T.'s monthly (September through June) meetings and the annual holiday party. Committee members seek out potential speakers, locate host sites, coordinate refreshment ordering and meeting set up/break down, greet guests, and report on meetings for the Metropolitan Archivist. Programming Committee members work with the Membership Committee to retain current members and cultivate new members, making sure that our organization remains relevant to the profession and inclusive to the entire archival community.

Five Year Strategic Plan:

Goal 1: Create a specific calendar outlining which months Programming is responsible for.

Performance Indicator 1: Negotiate how many months Programming should be responsible

Performance Indicator 2: Decide which other committees will cover the "off" months and/or collaborate with other committees for events

Performance Indicator 3: Add the specifics to the manuals for all committees involved in events

Goal 2: Communicate/Advertise consistency

Performance Indicator 1: Create a workflow between Director of Programming and Director of Communications in regards to promoting events

Performance Indicator 2: Document workflow in the manuals for Programming and Communications

Performance Indicator 3: Implement workflow

Goal 3: Involve the ART community in creating or hosting events

Performance Indicator 1: Create a submissions box within new website redesign

Performance Indicator 2: Announcements before or after events reminding attendees to pitch event ideas

Performance Indicator 3: Use social media or email listserv to engage members to pitch ideas