



**SOCIETY OF  
American  
Archivists**

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# Leader Manual

**August 2011**

**Electronic copy available at:**

<http://www.archivists.org/governance>

**SOCIETY OF AMERICAN ARCHIVISTS**

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## Introduction

Dear SAA Leader:

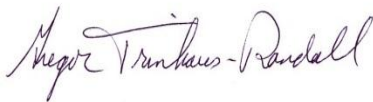
You already know that SAA is a vibrant, dynamic organization. More than 60 boards, committees, task forces, working groups, sections, and roundtables serve the interests of an ever-growing membership — now 6,000 strong! Your service on one or more of these component groups helps the Society to meet important strategic challenges and advance the archives profession.

This manual has been designed to assist you in your role as a volunteer leader. In it you'll find practical information about the administration of SAA's component groups. Our goal is help you spend *less* time worrying about how to manage your group(s) and *more* time focusing on your goals! Rather than being an exhaustive policy guide, this document provides an introduction to common questions that you may encounter and tips on where to find additional information and resources.

Tracking and supporting the work of so many component groups can also be a challenge for the SAA Council and staff. We view this manual as an evolving document—one that we will continue to refine and revise as needed. As always, we encourage you to bring any questions or concerns to the attention of the SAA Council and staff. If issues are unclear, if you can't find the information you seek, or if you have recommendations, please let us know.

Most of all, *thank you* for your ongoing commitment to SAA and to the archives profession!

Best regards,



Gregor Trinkaus-Randall  
SAA President, 2011-2012  
[gregor.trinkaus-randall@state.ma.us](mailto:gregor.trinkaus-randall@state.ma.us)



Nancy P. Beaumont  
Executive Director  
[nbeaumont@archivists.org](mailto:nbeaumont@archivists.org)

## Who Are SAA's Leaders?

Any member who serves in a named position on an SAA board, committee, task force, working group, section, or roundtable is considered an SAA *leader*, which is different than being an *officer* (i.e., chair, vice-chair, etc.) of a component group. Leaders are those members who participate in strategic and/or governance activities, while officers typically direct such efforts. SAA's online Directory of Leaders contains official rosters for all component groups. It may be accessed at [www2.archivists.org/membership/leaders/](http://www2.archivists.org/membership/leaders/).

## Your Responsibilities as a Component Group Leader

The very best source of information about component group leader responsibilities is the SAA Governance Manual, available online at: [www2.archivists.org/governance](http://www2.archivists.org/governance). Section VII (Committees and Boards), Section VIII (Task Forces), Section IX (Sections), Section X (Roundtables), and Section XIV (Working Groups) provide general information about each of these types of component groups, as well as links to individual component group pages.

Beyond understanding and executing the “mechanics” of governance and informing and being responsive to their members, SAA component group leaders also have an important responsibility to become familiar with the organization's Strategic Priorities and to determine ways in which component groups might supplement SAA's efforts to achieve its strategic goals. The Strategic Priorities document, first developed in 2005 and revised annually based on member input, is available at [www2.archivists.org/governance/strategic-priorities](http://www2.archivists.org/governance/strategic-priorities).

Boards, committees, working groups, sections, and roundtables are required to submit an annual report in time for review by the Council at its winter meeting. An updated template for component group annual reports is available here: [www2.archivists.org/governance](http://www2.archivists.org/governance) (under Templates and Forms). In May 2011, the Council added to the reporting form a requirement for reporting out on any group activities that may address SAA's Strategic Priorities.

### ***Important Dates and Deadlines for Component Groups (2011 – 2012)***

Following are some key deadlines to keep in mind as you plan your group's work for the coming year:

- September 12, 2011    Send leader updates to [rmueller@archivists.org](mailto:rmueller@archivists.org).
- October 17, 2011     Send up to two endorsements for conference sessions to the Program Committee at [conference@archivists.org](mailto:conference@archivists.org).
- December 1, 2011    Submit your group's annual report to [rmueller@archivists.org](mailto:rmueller@archivists.org).
- December 28, 2011   Submit to your Council liaison recommendations (if any) for Council action or discussion at the January 2012 meeting.

- February 13, 2012      Send section/roundtable meeting description for inclusion in the Annual Meeting Preliminary Program to [conference@archivists.org](mailto:conference@archivists.org).
- April 2, 2012            **NEW!** Deadline for submission of form requesting audiovisual support for roundtable meetings. (All section meetings are supported with LCD projector, screen, and podium microphones.)
- April 18, 2012          Submit to your Council liaison recommendations (if any) for Council action or discussion at the May meeting.
- June 1, 2012            Deadline to issue calls for nominations for Section elections. (For those roundtables that choose to conduct online elections, the same schedule applies.) Send to your section discussion list using your announcement bypass code. (See page 8.)
- June 15, 2012          Sections and participating roundtables submit basic ballot information (message to voters, list of offices, candidate names, links to candidate statements, etc.) to [bdoyle@archivists.org](mailto:bdoyle@archivists.org).
- July 1, 2012            Post supplementary ballot information (optional) to your section microsite. (See page 9.)
- July 9, 2012            Submit to your Council liaison recommendations (if any) for Council action or discussion at the August 6 or August 11 Council meetings.
- August 8, 2012          Newly elected leaders attend the 2012 Leadership Orientation and Forum. (Date is tentative.)

## Working with the SAA Council

The SAA Council meets three times per year. In 2011-2012, meetings will occur:

- January 25 – 27 in Chicago;
- May 16 – 18 in Chicago; and
- August 6 and August 11 in conjunction with the 2012 Annual Meeting in San Diego.

Reminders about upcoming Council meetings – and associated deadlines – are sent to the SAA Leader List and to all members via the website and SAA’s bi-weekly e-bulletin, *In The Loop*, several times before each meeting.

If you have recommendations for the Council’s consideration, following is a general schedule to keep in mind:

- **Four weeks before the meeting:** Recommendations for Council action or discussion should be submitted four weeks in advance of the meeting start date. This is the point

at which agenda items are being gathered and the agenda takes shape. Share your recommendation(s) with your Council liaison, who may be able to help you craft language and who will ensure that your item is considered for the agenda. The SAA President, as the presiding officer at Council meetings, approves all agenda items.

- **Three weeks before the meeting:** Materials are due. To simplify the preparation of materials – and to ensure that the Council has adequate background to understand the purpose of the agenda item – SAA uses a template for action and discussion items and reports.

*Visit your group's page in the Directory of Leaders to download a template that will help you prepare a recommendation or report for Council consideration. (See: <http://www2.archivists.org/membership/leaders>.)*

- **Two weeks before the meeting:** The agenda is pretty well set and all materials that are ready for Council members' review (i.e., the first batch of Council materials) are posted to the Council's secure workgroup site.
- **Also two weeks before the meeting:** By vote of the Council, the SAA office posts to the website a copy of the meeting agenda, which is subject to change. Three days following, the first batch of Council reports is released to the membership.
- **One week before the meeting:** The second and final batch of Council materials is posted to the Council's secure workgroup site. Three days following, these reports are released to the membership.
- **Two months after the meeting:** By vote of the Council, minutes of Council meetings are made available to members via a website post within 60 days after each meeting.

Within a few days of the end of each Council meeting, the SAA office releases via the website and/or *In the Loop* a summary of actions taken at the meeting. A summary article also appears in the next available issue of *Archival Outlook*, even if the minutes have not yet been adopted. (Council meeting minutes since January 1994 are available via the website at [www2.archivists.org/governance/reports](http://www2.archivists.org/governance/reports); previous minutes are available via *The American Archivist*.)

**Some items can't wait!** If you have an action or discussion item that is time sensitive, please contact your Council liaison, SAA President Gregor Trinkaus-Randall ([gregor.trinkaus-randall@state.ma.us](mailto:gregor.trinkaus-randall@state.ma.us)), or Executive Director Nancy Beaumont ([nbeaumont@archivists.org](mailto:nbeaumont@archivists.org)) to discuss placing it before the Executive Committee or Council for online discussion and vote. In many cases, the Council is able to take action between face-to-face meetings.

**And remember: Council meetings are open to all members. We encourage you to attend!**

## How Are Leader Rosters Updated?

Official rosters (i.e., online directories) for all component groups are maintained by the SAA staff via the member database. People in the database may be assigned an unlimited number of group roles that specify:

- The *group* on which the person is serving;
- The person's *role* (i.e., chair, vice-chair, committee member, steering committee member, web liaison, etc.) in that group; and
- The *beginning* and *ending dates* for the term of service.

*Note:* Because dates must be entered in full MM/DD/YYYY format, most group roles and terms are set to coincide with SAA's Annual Membership (Business) Meeting, at which the SAA President-Elect assumes office and by which time most component groups have met in conjunction with the Annual Meeting.

All contact information (company, address, email, etc.) used to populate the leader rosters is pulled from the person's member record, which simplifies the process of updating multiple rosters and ensures that just one (correct) record exists per person. Individuals who wish to update their contact information should notify the SAA Service Center at [servicecenter@archivists.org](mailto:servicecenter@archivists.org).

**Leader rosters must be generated by the SAA staff; to ensure consistency, they should not be duplicated by individual members or component group leaders.**

**For appointed groups**, the staff works closely with the Vice President to ensure that rosters are complete and correct based on her or his appointments. If you are a new or ongoing appointee on a board, committee, task force, or working group and you discover incorrect or incomplete information in the official roster for your group, please contact SAA Program Coordinator René Mueller ([rmueller@archivists.org](mailto:rmueller@archivists.org)) for assistance.

**For section and roundtable leaders**, including all steering committee members, the staff is entirely dependent on each section and roundtable to provide its election (or selection) results. Within 14 days of your group's annual meeting, please provide the following information to SAA Program Coordinator René Mueller ([rmueller@archivists.org](mailto:rmueller@archivists.org)):

- The *name of your group*;
- The *names of your leaders*, along with:
  - Each person's *group role*;
  - The *start date* for each person's term of service;
  - The *end date* for each person's terms of service; and
  - Each person's *institutional affiliation* (to ensure that we assign the right person to your group, especially if the member's name is a common one).

Individuals may review their past and current roles (i.e., those that have been designated via the SAA database) by logging in at [www2.archivists.org/saa-profile](http://www2.archivists.org/saa-profile) and choosing "Active

SAA Group Roles” or “History of SAA Group Roles” in the drop-down menu at the top of the screen.

## Section and Roundtable Membership

The SAA staff tracks section and roundtable membership via the member database, based on specific information provided by members as they complete the membership application or renewal form or make changes to their membership preferences during the year. These data are used to publish official section and roundtable membership directories to the SAA website. (As noted above, *leader roles* in these component groups are distinct in that they must be designated manually by staff.)

Following are some important policy reminders regarding membership and participation in SAA sections and roundtables:

- SAA members may join up to two sections as part of their membership. Official section membership rosters are accessible only to SAA members and may be accessed online by visiting: [www2.archivists.org/groups/sections](http://www2.archivists.org/groups/sections).
- SAA members may join an unlimited number of roundtables by indicating their selections on the membership application and/or renewal form(s) or by visiting the roundtables’ websites at [www2.archivists.org/groups/roundtables](http://www2.archivists.org/groups/roundtables).
- Participation in roundtables remains open to nonmembers, who may join/subscribe as *list participants* by visiting the roundtables’ websites. However, membership in SAA is required to vote for and/or serve as a roundtable leader.

## Group Email Lists

Nearly all SAA component groups have official email discussion lists. Subscriptions to most lists are automated via leader, section, and/or roundtable roles (all of which must be assigned manually by the SAA staff). Integration of the list server with SAA’s database enables automatic updates to all list subscriptions if and when a member’s email address changes.

Any person who is listed in SAA’s database (including nonmembers) may review, update, add, and cancel list subscriptions by logging into the SAA website at: [www2.archivists.org/listservs/change](http://www2.archivists.org/listservs/change). This page also displays links to each list’s Web-based archives, which are restricted to active list subscribers.

*Note:* To subscribe to a roundtable list, individuals must first “join” the roundtable as either a *member* or a *list participant*. (See “Section and Roundtable Membership” above.)

## ***The SAA “Leader List”***

All active SAA leaders automatically are subscribed to a separate moderated announcement list called the “SAA Leader List.” Messages distributed to this list must be approved by SAA Executive Director Nancy Beaumont. If you have important information to share with the entire leadership, submit your announcement to: [saaleaders@forums.archivists.org](mailto:saaleaders@forums.archivists.org). Your information will be reviewed and posted as quickly as possible, usually within two hours.

## ***Use of Section and Roundtable Discussion Lists***

Every SAA section and roundtable has two dedicated email lists, one for the private use of group *leaders* and one for use by all group *members* and *list participants*. Lists of the second type (i.e., discussion lists) have been specially configured to serve two purposes:

- To provide leaders with a method of sending official announcements (e.g., election news, availability of newsletters, etc.) to *all* group members and list participants; and
- To provide members and list participants with an *opt-in* discussion forum.

Upon joining, members and list participants are subscribed automatically to group discussion lists in “NO MAIL” mode, meaning that two-way correspondence between subscribers is not delivered to the individual by email. However, in NO MAIL mode:

- The subscriber *will* receive broadcast announcements that are sent by the group’s leaders using a bypass code provided by SAA staff; and
- The subscriber *retains* access to the Web-based list archives as well as authorization to post messages to the list.

Subscribers have the option of modifying their subscription mode in order to opt in to two-way discussions among group members and list participants. This can be done by visiting: [www2.archivists.org/listservs/change](http://www2.archivists.org/listservs/change).

SAA staff provides group leaders with a bypass code for electronic announcements of official business. For more information, please contact SAA Director of Member and Technical Services Brian Doyle ([bdoyle@archivists.org](mailto:bdoyle@archivists.org)).

## Group Websites and Online Communications

Every component group listed in SAA's Directory of Leaders has an official "home page" on the SAA website. These pages contain:

- The group's official charge, if applicable;
- A basic description of the group; and
- Links to:
  - The group's official leader and/or member roster(s);
  - The group's official email list;
  - The group's website, if applicable;
  - Reference documents on SAA policies and procedures.

As of August 2011, group websites are in transition. The SAA office provides all SAA boards, committees, working groups, sections, and roundtables with a component group website that may be administered by authorized group leaders via SAA's content management system (Drupal). Instructions for using this application may be found online at [www.archivists.org/governance/](http://www.archivists.org/governance/) or by contacting SAA Director of Member and Technical Services Brian Doyle at [bdoyle@archivists.org](mailto:bdoyle@archivists.org).

### ***Auxiliary Group Websites, Wikis, Email Lists, Etc.***

In accordance with SAA's *Uniform Guidelines for SAA Websites and Online Communications*, component groups may not create independent auxiliary sites, including websites, e-mail discussion lists, wikis, blogs, document-sharing sites, and social networks, without prior approval from the Executive Director.

## Records Management for SAA Component Groups

The following information is provided to assist SAA leaders in ensuring that SAA's records are administered in an appropriate fashion, and that records with continuing value to the organization or others are transferred routinely to the Archives Department of the University of Wisconsin-Milwaukee (UWM) Libraries, which serves as home of the SAA Archives. For more information, see [www2.archivists.org/governance/saa\\_archives](http://www2.archivists.org/governance/saa_archives).

### ***General Records Schedules***

#### **Email Discussion Lists**

This schedule covers all e-mail discussion lists—both public and private—hosted by SAA, with the exception of the Archives and Archivists (A&A) List. SAA's Director of Member and Technical Services is able to set retention periods for each e-mail discussion list. Once

the specified retention period has lapsed, list messages automatically are “purged” by the list software. SAA members are encouraged to use email discussion lists hosted by SAA to conduct SAA business. **Disposition:** For messages of a routine administrative nature or possessing only transitory value, there is a rolling destruction date of 2 years from date of submission. If the message possesses enduring value for administrative, legal, or fiscal purposes, or has historical value, the chair or convener must ensure that it is printed out as a hard copy or saved as an electronic file in the SAA leader's own filing system. These records must be transferred to the SAA Archives in accordance with the terms of the relevant records schedule, or as deemed appropriate by that person and the SAA Archivist.

**Documentation:** Includes items such as technical manuals and directions on how to use the list. **Disposition:** Temporary. Destroy/delete when superseded or obsolete, or upon authorized deletion of related electronic records.

## **Sections and Roundtables**

**Administrative Files and Correspondence:** This series consists of documentation received and produced by sections and roundtables in fulfilling their major purposes. Documentation includes, but is not limited to, mission statements, meeting minutes, newsletters, leadership lists, statements of particular goals and objectives, files pertaining to special projects undertaken by sections, recommendations to the Council, and annual meeting program session proposals. **Retention Period:** Retain for 3 years from date of creation and transfer to SAA Archives.

## **Specific Records Schedules**

### **Awards Committee**

**Administrative Files and Correspondence:** This series consists of documentation received and produced by the Awards Committee in fulfilling its major purposes. Documentation includes correspondence from the award subcommittees to the Awards Committee announcing award recipients, as well as from the Awards Committee to SAA Presidents and Council. Administrative files pertain to the awards process generally, such as suggestions for new awards, awards criteria and guidelines, and recommendations to council. This records series may include confidential material and should be restricted for a brief period of time to be mutually determined by the SAA Executive Committee, the Awards Committee chairs, and the SAA Archivist. **Retention Period:** Retain for 1 year from date of creation and transfer to SAA Archives.

### **Awards Subcommittees**

**Award Nomination and Selection Files:** This series consists of documentation received and produced by an awards subcommittee in the annual process of selecting award recipients. Documentation includes letters of application and nomination, supporting material (e.g., resumes, letters of recommendation, finding aids, etc.), and evaluations of submissions by subcommittee members. Announcements of final decisions made by an awards

subcommittee, and information pertaining to the decision-making process generally (but not pertaining to individual applicants) are to be retained as part of the Awards Committee administrative files and correspondence series. This record series is confidential. **Retention Period:** Retain for 3 years from the date of creation and destroy confidentially.

## ***Transfer Procedures***

SAA leaders should remove routine transmittal letters and other “housekeeping” documents following the retention period and before sending the records to the SAA Archives at the University of Wisconsin-Milwaukee (UWM) Libraries. Records scheduled for transfer should be packaged carefully and described in a transfer form. Please send records to:

University of Wisconsin-Milwaukee  
UWM Libraries / Archives  
Attn: Archives Department Head  
P.O. Box 604  
Milwaukee, WI 53201-0604

Neither the SAA executive office nor the UWM Libraries is able to assist with defraying costs associated with shipping. The Archives Department will acknowledge receipt of transfers.

Individuals who wish to transfer electronic records should contact Michael Doylen, SAA Archivist and head of the UWM Libraries' Archives Department, at 414- 229-6980 or [doylenm@uwm.edu](mailto:doylenm@uwm.edu). The Archives Department can accept almost any self-contained file format. To help ensure that content remains readable and usable long into the future, however, they prefer open, standard, non-proprietary, common formats.

Records are transferred according to the terms of the original agreement between SAA and the University of Wisconsin System Board of Regents on behalf of UW-Milwaukee and the UWM Libraries, which was executed in April 2001. Upon transfer, records become the property of the Board of Regents of the UW System. SAA retains copyright in all records donated. Records will be open for research except when prohibited by privacy laws or other statutes, or when formal agreement to the contrary exists between SAA and the Archives Department. The staff of the Archives Department may use its discretion to dispose of material outside the scope of its documentary goals.

## Contact List for Additional Assistance

For assistance with orders, billing issues, address updates, and login difficulties, please contact:

SAA Service Center ..... [servicecenter@archivists.org](mailto:servicecenter@archivists.org)  
Carlos Salgado, Service Center Manager ..... [csalgado@archivists.org](mailto:csalgado@archivists.org)

For assistance with leader role updates, please contact:

René Mueller, Program Coordinator..... [rmueller@archivists.org](mailto:rmueller@archivists.org)

For questions and concerns regarding SAA policy, group reports, and governance, please contact:

Your group's Council Liaison (if applicable)..... See your official roster for the name and contact information of your designated Council Liaison:  
<http://www2.archivists.org/membership/leaders>  
Nancy Beaumont, Executive Director ..... [nbeaumont@archivists.org](mailto:nbeaumont@archivists.org)  
Gregor Trinkaus-Randall, SAA President (2011-2012) .....  
[gregor.trinkaus-randall@state.ma.us](mailto:gregor.trinkaus-randall@state.ma.us)

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