

**Society of American Archivists  
Council Meeting  
January 23 – 26, 2014  
Chicago, Illinois**

**Annual Report: Membership Committee  
(Prepared by Larissa Woo, Chair)**

**Section I. Membership Committee Annual Meeting Summary and Completed  
Tasks 2013 with Goals for 2014**

**1. Annual Meeting: New Orleans, Louisiana**

The Membership Committee met August 13, 2013, with 6 members in attendance. Additionally one ex-officio member and one incoming member attended, with additional guests from standing subcommittees and SAA staff being present. Two regular members and two ex-officio members of the committee were absent with excuse.

Committee Chair Elizabeth Scott reviewed the committee charge and announced incoming appointed members Matthew Gorzalski and Michael Zaidman. She also announced Teresa Mora's acceptance of appointment to the position of Vice-Chair/Chair elect.

Other appointments to the standing subcommittees were reviewed or made as follows:

1. Teresa Mora accepted a one year appointment as Chair of the Key Contact Program Subcommittee.
2. Bertram Lyons was appointed to continue as Chair of the Career Development Subcommittee.
3. Kate Dundon was appointed to the position of co-Chair of the Mentoring Program Subcommittee.
4. Erik Moore was appointed to continue as Chair of the Navigator Program Subcommittee.

The Committee then reviewed the work in progress of each subcommittee, and discussed the annual meeting events and service programs sponsored by the Membership Committee, reminding everyone to attend and to encourage attendance by subcommittee members and volunteers.

The Membership Committee sponsored several events and member service programs during the Annual Meeting. These included the New Member/First Timer Reception held on Wednesday evening, the Mentoring Program Meet-and-Greet held on Thursday morning, the on-site Career Center open Wednesday afternoon through Saturday morning and the Navigator Program which brings conference attendees together.

**2. Activities 2013**

**Navigator Program Subcommittee:** The Membership Committee voted to re-establish the Navigator Program Subcommittee.

**Guidelines for Standing Subcommittees:** In September 2013 Membership Committee Chair Larissa Woo requested each subcommittee Chair work with their subcommittee to prepare a set of guidelines to be submitted to the Membership Committee for discussion and approval. For two of the subcommittees (the Key Contact program and Mentoring Program), the process involved updating guidelines to support long standing Council approved charges. For the two younger subcommittees, the process involved establishing procedures to support Committee approved charges. Guidelines were completed by November 2013 and were reviewed and approved by the Committee in November-December. The guidelines for each subcommittee form Appendixes 1-4.

### **3. Committee Goals for 2014**

The membership committee goals for 2014 are focused on developing strategies to support SAA's strategic Plan 2013-2018.

1. Communication - Improve internal communication within the committee and across the standing subcommittees to leverage experiences and processes to benefit programs with similar needs.
2. Documentation - Utilize and update committee micro-site and subpages to clarify information, providing consistent and current content.
3. Assessment – Support and assist the development of assessment tools by the subcommittees to provide quantifiable data to evaluate services and identify areas that need improvement.
4. Recruitment - Increase and diversify our mechanisms for attracting volunteers and participants in each of the programs administered by the subcommittees.

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## **Section II. Subcommittee Program Summaries for 2013 with Goals for 2014**

### **1. Key Contact Program Summary**

*Teresa Mora, Subcommittee Chair*

The Key Contact program consists of 11 geographic districts, each coordinated by a District Representative. These District Representatives make up the subcommittee members who work with the Key Contact Volunteers to reach out to SAA's membership, mainly to greet new members, and welcome them to the organization.

#### Annual Meeting

As funds for the Key Contact breakfast have been redirected in recent years to the New Member/First Timer Reception, an in-person working meeting of the subcommittee was held during the SAA Annual Meeting in New Orleans. The meeting was well attended. There was an active discussion of how to better promote the program and how to make the program more meaningful for both members and Key Contact volunteers. Subcommittee members and volunteers are interested in becoming more involved on a regional and/or local level. All attending agreed the meeting was worthwhile and should be continued in the future.

#### Activities 2013

1. The Subcommittee developed a new handout for Key Contact volunteers providing tips, ideas and useful information on making contact with new members.
2. At the request of the District Representatives, a new listserv was created to allow them to be in contact with each other more directly.

3. The Subcommittee has updated its guidelines, as requested by the Membership Committee (appendix 1).
4. As of December 2013, the Key Contact Program landing page has been moved to a new location on the SAA website. The Key Contact Program now has a direct link off of the members tab on the homepage.

#### Key Contact Volunteer Recruitment and New Member Contacts

Since August 2013, 9 volunteers have joined the program as Key Contacts, filling vacancies or replacing Key Contacts who have resigned, moved into District Representative positions or whose terms of service have expired. As of December 1 2013, 72 Key Contacts have reached out to 706 new members.

#### Goals for 2014

1. Improve and update program information on the SAA website and the program landing page. With an improved presence on the web the subcommittee is interested in refreshing its look and making the Key Contact information more appealing and user friendly.
2. Work on improving the tools used to keep track of Key contact volunteers.
3. Broaden our methods for soliciting key contact volunteers.

## **2. Mentoring Program Subcommittee Summary**

*Alison Stankrauff and Kate Dundon, Co-Chairs*

As of November 27, 2013, there were a total of 215 Protégés and 156 Mentor volunteers active in the Mentoring Program. Of these, 22 Protégés are waiting to be matched, most of whom have specific areas of focus they are interested in. Of the 156 Mentors, all are currently matched and five Mentors currently mentor more than one Protégé. The Subcommittee currently seeks to match Protégés with Mentors within two weeks of application.

#### Annual Meeting

On August 15, 2013 the Mentoring Subcommittee hosted the Mentoring Program Meet-and-Greet in the Networking Café to allow Mentors and Protégés to meet one another in person.

#### Activities 2013

**Guideline Update** - The Subcommittee has updated its guidelines, as requested by the Membership Committee (appendix 2).

#### **Conference Call – November 2013 re: Strengthening Diversity via mentoring**

The Subcommittee met via conference call on November 7, 2013. The subcommittee discussed one of its key concerns: Just how to further the role that mentoring relationships have in helping to diversifying the archival profession. One of the concerns of the Subcommittee has been to help to attract potential archivists from diverse backgrounds into the profession.

While the Subcommittee has spoken extensively on this topic on previous occasions, particularly with the recent development of the SAA/ACRL Mosaic Scholarship, the November 7 conversation was precipitated by a particular event. A Mentor requested to be paired only with a student who identifies as a person of color and/or explicitly states an interest in community/social justice/human rights related archives. The subcommittee discussed if it could accommodate this kind of request. Discussion of – and emphasis on – strengthening diversity via mentoring continue. Key in this ongoing discussion has been member Michelle Gachette (liaison to the Diversity Committee).

## **Mentoring Survey**

A survey was developed and distributed by Co-Chair Alison Stankrauff to recently “expired” Mentors and Protégés to collect feedback on the program. The results of the Mentoring Survey were gathered in August 2013 before the annual conference in New Orleans. The results brought 125 respondents in total. Of these 52.94% were Mentors – 63 respondents. Protégés answered at 52.10% or 62 respondents.

Questions on the survey included the following:

1. Did you serve as a Mentor or as a Protégé?
2. How long have you – or did you participate in the Mentoring Program? Which years have you participated in the Program? (approximately is alright)
3. What drew you to participate in the SAA Mentoring Program?
4. Was your application responded to in a timely fashion? – Was your acknowledgement of the application answered in a timely fashion? – Was a match made in a timely fashion?
5. Was your experience serving as a Mentor or as a Protégé a fulfilling one? Were your expectations fulfilled? Why or why not?
6. Did you encounter any obstacle(s) during your term serving as a Mentor or Protégé? IF yes, what were they?
7. Do you think that you were matched with the right person? Why or why not? We want to hear your experiences!

### *Summary of Responses:*

The length of terms of respondents ranged from one week to over seven years. The average for Mentors was two to three years.

In responding to the question of what drew them to participate in the Mentoring Program, Mentors noted that they’d been the beneficiaries of excellent Mentors themselves as their career was building – and they wanted to give back. Protégés noted that they wanted to benefit from those more experienced than they. Further, there was a significant set of Protégé respondents who noted that they are lone arrangers – and want a peer to bounce ideas off of, connect with, etc.

While the overwhelming majority of respondents noted that their applications were responded to in a timely fashion – 87.61%, some noted that they waited to be matched for a time. The Subcommittee continues to endeavor to make these matches more quickly.

The majority of respondents – Both Protégés and Mentors – found the experience a fulfilling one, and many gave excellent anecdotal material in their answers that can be used for the future. The anecdotal answers that aren’t as favorable will be analyzed and used in points forward in annual review of the Mentoring Program.

Obstacles noted were primarily: distance between Mentors and Protégés, time constraints, and lack of communication. It may be noted that the lack of communication seemed to be on the part of both Mentors and Protégés.

The overwhelming majority of respondents seemed satisfied with the matches they’ve had. Some of the responses were qualified – noting that if they could have a preference, it would be for someone closer to them geographically, or at a type of archives more like the one that they actually work in.

### Goals for 2014

In support of the 2013-2018 Strategic Plan Goal 2.3.2 the Membership Committee strongly encourages the mentoring program subcommittee to focus on the following goals for the 2014 year:

1. Build on its work with the August 2013 mentor survey and collaborate with SAA staff with expertise in the area of survey development to create an instrument that can be used on a regular basis to produce more quantifiable data about the program.
2. Develop a program information sheet to distribute to all mentors that explains mentor responsibilities and provides suggestions for creating and growing successful mentoring relationships.

### **3. Career Development Subcommittee Summary**

*Bertram Lyons, Chair*

2013 was the first year that the Career Center was run as a subcommittee instead of by an individual program coordinator. A Subcommittee guideline was developed over the course of the year and was finalized and approved by the Membership Committee in early December (appendix 3).

#### Activities 2013

The subcommittee worked to diversify and broaden the career related resources available to members in the Career Center:

1. In addition to offering resume review services and career advice the subcommittee added a small selection of print publications that included career development, resume preparation, and job descriptions relevant to Information Professionals (Archivists, Librarians, and Records Managers).
2. The Subcommittee also included a looped power-point show of two past SAA sessions (Elizabeth Adkins, *Turning Loss into Opportunity*, 2010 session 301 and Dana Miller, *Professional Sustainability*, 2010 session 106) that members could watch in the career center.
3. The Career Center offered a limited number of appointments which members could pre-schedule and pre-submit their resume package so that they could use their in person meeting time for focused discussion.

#### Annual Meeting

The Career center was open for 25 hours during the Annual meeting. There were 56 tallied visitors, and 29 registered advisors. New this year visitors were asked to provide email addresses that were used to send post-conference surveys. As of December 1<sup>st</sup>, only three visitors responded to the direct-mail survey.

Day	Open	Duration (hours)	Advisees	Advisors
Wed.	12 pm – 5pm	5	15	9
Thurs	8 am – 5pm	9	24	10
Fri	8 am – 5pm	9	14	8
Sat	8 am – 10am	2	3	2
	Totals	25	56	29

In response to recommendations from the 2012 career center report and survey information the Career Center attempted to have more advisors available during the lunch hours (12-2pm).

*Post meeting survey:*

As in past years, a poll was created after the annual meeting using the free SurveyMonkey online survey tool. The questions duplicated those from previous years – focusing on what services attendees were looking for, whether the times and location was convenient and how helpful the services provided were and finally soliciting suggestions for improvement.

Survey response was low – there were 3 respondents to the survey. Since 2009 responses rates for the post meeting survey have consistently been low – with the exception of 2011 the first year an online survey was implemented, when 19 members responded. In general survey respondents found the hours of service were good and the job boards useful. Respondent recommendations focused on 3 target areas:

1. Having more hiring companies and hiring managers in the Career Center.
2. Improve advertisement and communications about how services work (appointments vs walk up), and encourage staffers to be more welcoming to visitors.
3. Better define and identify the purpose of the space.

Goals for 2014

In light of SAA's new Strategic Plan, the Career Development Subcommittee activities will have direct bearing on section 2.3. Throughout 2014, the Subcommittee will evaluate methods to respond in words and actions to the requirements of the Strategic Plan. Specific goals include:

1. Greater publicity of the Career Center, the subcommittee and SAA's other career resources.
2. Develop the Career Development Subcommittee micro-site and coordinate with SAA staff to develop SAA career-related website offerings.
3. Connect with roundtables and sections and continue to work with SAA Fellows to provided advisors that have a variety of areas of expertise and provide opportunities to connect with recognized leaders.

**4. Navigator Program Subcommittee Summary**

*Erik Moore, Chair*

2013 was the first year that the Navigator Program was run by a Subcommittee instead of an individual program coordinator. The SAA Navigator Program has been in existence since 1997. It has been run as a jointly sponsored effort between the Women Archivists Roundtable and the Membership Committee since 2003. The Membership Committee realized in 2012 that member Karen Walton-Morse was sustaining the program largely on her own. The Committee reached out to offer assistance and support, which was well received.

Under Membership Committee Chair Elizabeth Scott the committee voted to re-establish a Navigator subcommittee (originally voted in 2009), and a revised charge was created. During the fall of 2013 formal guidelines for the subcommittee were developed and at the end of November were approved by the Membership Committee (appendix 4).

Annual meeting

Emails went out to SAA leaders, sections and roundtables in July for participants (Navigatees) & volunteers (Navigators). July 15 was set as the deadline to be included in the program. All Navigators and Navigatees were paired and contacted by July 30. A total of 35

program participants were paired with 35 volunteers. Special efforts were made to match interests, institution type and/or geographical location.

The 70 participants and volunteers demonstrated a significant increase in program participation from the previous year when there were 32 total participating members (16 participants/16 volunteers).

#### Goals for 2014

1. Send out program participation requests in mid-June to allow for a longer window to introduce the program to potential participants and recruit volunteers.
2. Design a program survey prior to the annual meeting that can be distributed to program participants and volunteer immediately after the conclusion of the Annual Meeting.

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### **Section III. Conclusion**

The Membership Committee continues to work towards building strong connections between the organization and its members. The 2013-2018 Strategic plan places great emphasis on issues closely tied to the efforts of the Membership Committee. The Mentoring Program and Career Development Subcommittee support strategic plan Goal 2.3 *Support the career development of members to assist them in achieving their goals*. The Key Contact Program and Navigator Program are both aligned with Goal 4.2 *Create Opportunities for members to participate fully in the association* and Goal 4.3 *Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities*. The Membership Committee is dedicated to meeting these goals by continuing to refine programs that create opportunities for members to get involved with the organization and give back to their peers as well as supporting the development of services to help SAA members grow and prosper. The Membership Committee works towards meeting the needs of all members and is inspired and energized by the creativity and dedication of our many member volunteers who strive to sustain, improve and expand on the service programs we provide to the larger membership.

## **Key Contact Program Guidelines**

SAA Membership Committee, Approved 11/13/2013

### **I. Purpose**

The concept of the Society of American Archivists (SAA) Key Contact Program is simple. A cadre of volunteers called Key Contacts, under the supervision of the Key Contact Subcommittee members known as District Representatives work at the grassroots level in their state or province to welcome new members. The subcommittee is guided by the SAA Membership Committee. The SAA Council approved the Key Contact Program in February 1996 after strong endorsements by former SAA staff member Debra Mills Nolan and Leon Miller, former Chair of the Membership Committee and the person who introduced the concept to the committee. This personalized means of contacting new members, in cooperation with and in support of the ongoing efforts of the national office, provides a stronger multi-level approach to our membership initiatives. The Key Contact Program volunteers reach out to SAA members throughout the United States and internationally, and their efforts to engage with members strengthen our global community.

The Key Contact Program has two major functions:

- Welcoming new members to SAA.
- Leveraging personal and professional connections to introduce people to SAA and to promote the value of the Society's programs and services.

### **II. Subcommittee Makeup, Size and Length of Terms**

The Key Contact Subcommittee is composed of 13 members: two Co-Chairs and 11 subcommittee members called District Representatives. The District Representatives coordinate the activities of the many Key Contact volunteers. They represent the interests of the 11 membership districts that make up the program. SAA office support is provided to the subcommittee by a designated staff liaison.

**Subcommittee Co-Chairs** are appointed to staggered two-year terms by the Membership Committee Chair from among the members of the seated Membership Committee.

**District Representatives** are appointed by the Subcommittee Co-Chairs. They serve for a three-year term. A term may be renewed one time as determined by the Subcommittee Co-Chairs. District Representatives must be members in good standing of SAA, either as individual members or through institutional membership. Whenever possible, new District Representatives are selected from the Key Contacts in the relevant district.

**Key Contact Volunteers** are appointed by the Subcommittee Co-Chairs. They serve a three-year term. They are recommended by District Representatives and must be members in good standing of SAA, either as individual members or through institutional membership. Key Contacts are, to the extent possible, residents of the geographic area they represent. Upon the recommendation of the District Representative, a Key Contact's term may be renewed one time.

### **III. Reporting Procedures**

The Subcommittee Co-Chairs will submit a written annual report to the Membership Committee Chairperson each year by December 1.

The Subcommittee Co-Chairs also provide a verbal summary of activities to the full Membership Committee at the Annual Meeting in August.

### **IV. Duties and Responsibilities**

The Key Contact Subcommittee is responsible for the following:

- Welcoming new members to SAA

- Being available to SAA members to answer questions or address concerns about the organization.
- Finding opportunities to engage members by supporting member events at the Annual Meeting and on a local level when possible throughout the year.
- Identifying and developing ways to improve the Key Contact Program, ensuring that it remains relevant to the needs of the membership and that the Key Contact volunteer experience is fulfilling to those who participate.

#### **V. Meetings**

The Key Contact Program Subcommittee meets at least once during the Annual Meeting and at other times by conference call, virtually or other electronic means, if necessary.

## **Mentoring Program Subcommittee Guidelines**

SAA Membership Committee, approved 11/21/2013

### **I. Purpose**

The Mentoring Program is a formal program designed to bring together SAA members with shared interest in various aspects of the Archival profession. The Program's goal is to cultivate professional relationships that focus on the development of skills and archival expertise. SAA Council approved the Mentoring Program in 1994. The program had been developed by Leon Miller former Chair of the Membership Committee in conjunction with several other committees and roundtables. In 2008 after a taskforce review of the program, and at the recommendation of the Mentoring Program coordinators, the Membership Committee established a subcommittee to administer the work of the Mentoring Program. The Subcommittee recognizes that having a mentor or being a mentor is important to the professional growth and career development of every archivist.

### **II. Committee Selection, Size, and Length of Terms**

The Mentoring Program Subcommittee is composed of eight members: two Co-Chairs and six general members. The Co-Chairs and general members serve two-year terms.

The composition of the subcommittee shall represent as broadly as possible all constituencies within SAA. Subcommittee members are appointed by the Co-Chairs. The Subcommittee Co-Chairs are appointed by the Membership Committee Chair. One Co-Chair must be a member of the Membership Committee. SAA office support is provided to the subcommittee by a designated staff liaison.

### **III. Reporting Procedures**

The Subcommittee Co-Chairs will submit a written annual report to the Membership Committee Chairperson each year by December 1.

The Subcommittee Co-Chairs also provide a verbal summary of activities to the Membership Committee at the Annual Meeting in August.

### **IV. Duties and Responsibilities**

The Mentoring Program Subcommittee is responsible for the following:

- Working with other SAA groups as needed to meet the organization's goals and initiatives.
- Facilitating the development of professional relationships between SAA members.
- Matching participants based on specific criteria including subject interests or geographic location.
- Identifying the needs of Mentors and Protégés, and recommending the development of services to meet those needs.
- Recruiting and retaining participants through outreach activities that promote awareness of resources, services and benefits of the program.
- Developing assessment tools and conducting periodic evaluations of the program.

### **V. Meetings**

The Mentoring Program Subcommittee meets at least once during the Annual Meeting and at other times by conference call, virtually or other electronic means, if necessary.

**Career Development Subcommittee Guidelines**  
SAA Membership Committee approved 12/08/2013

**I. Purpose**

The Career Development Subcommittee of the SAA Membership Committee is responsible for identifying career development resources and tools relevant to members and assists SAA in making these resources accessible. The subcommittee recognizes the importance of providing career resources to members at all stages of their career; from those entering the profession, to mid career professionals, to senior administrators. As a service to members, the subcommittee prepares and oversees the career center at the SAA annual meeting, coordinating and scheduling the SAA member volunteers who provide resume review services and career advice.

For over a decade, the Membership Committee has coordinated the scheduling of volunteers to provide resume review services and career advice to members at the Society's annual meeting. In 2012 the Membership Committee voted to establish the Career Development Subcommittee, confirming its commitment to supporting and expanding the essential services provided by the Career Center.

**II. Subcommittee Makeup, Size and Length of Terms**

The subcommittee consists of three members: one Chair appointed from the Membership Committee, and two general members. The Subcommittee Chair submits recommendations of prospective subcommittee members to the Chair of the Membership Committee for approval. The subcommittee Chair and general members all serve two year terms.

Each year a variable number of volunteers serve as career advisors/resume reviewers at the SAA annual meeting.

**III. Reporting Procedures**

The Subcommittee Chair must submit an annual report to the Chair of the Membership Committee by December 1st. The Subcommittee Chair also provides an activities update to the Membership Committee during the annual meeting.

**IV. Duties and Responsibilities**

The Career Development Subcommittee is responsible for:

- Coordinating with SAA staff to organize and run the career center at the annual meeting.
- Soliciting and scheduling volunteers to serve as career advisors during the annual meeting.
- Identifying career development resources and tools relevant to the Archival profession.
- Helping make career development resources accessible to members.
- Obtaining feedback from program volunteers and participants in order to understand how the program is successful and to identify areas of improvement.

**V. Meetings**

The Career Development Subcommittee meets at least once during the Annual Meeting and at other times by conference call, virtually or other electronic means, if necessary.

## **Navigator Program Subcommittee Guidelines**

SAA Membership Committee, approved 11/27/2013

### **I. Purpose**

The Navigator Subcommittee administers SAA's Navigator Program, a short term mentoring program that focuses on attendees of the Society's annual meeting. The Navigator Program matches experienced annual meeting attendees with new members, first time meeting attendees or any SAA member who is interested in having someone to help guide them through or provide friendly advice regarding this large meeting.

The idea for the navigator program came from Andrea Sheehan, at the 1996 annual meeting of the Women's Caucus. The program was subsequently initiated by Tanya Zanish-Belcher in 1997, and has continued as annual event since that time. The Navigator program became a jointly sponsored effort in 2003 between the Women Archivists Roundtable and the Membership Committee. Later in 2008 after a taskforce review of the program, the Membership Committee voted to establish a subcommittee to guide the work of the Navigator Program. This subcommittee was reconfirmed by Membership Committee vote in 2013.

### **II. Subcommittee Selection, Size, and Length of Terms**

The Subcommittee consists of three members: one Chair appointed from the Membership Committee, a representative from the Women Archivists roundtable (WAR) and a representative from the Students & New Archives Professionals Roundtable (SNAP). Other members may be added as needed. The Navigator Program Subcommittee works under the supervision of the Membership Committee.

The subcommittee chair submits recommendations of prospective subcommittee members to the Chair of the Membership Committee for approval. The subcommittee Chair and general members all serve in two year terms.

### **III. Reporting Procedures**

The Subcommittee Chair will submit a written annual report to the Membership Committee by December 1. The subcommittee Chair also provides a verbal summary of activities to the full Membership Committee at the Annual Meeting in August.

### **IV. Duties and Responsibilities**

The Navigator Program Subcommittee is responsible for the following:

- Introducing the program to the larger SAA membership.
- Soliciting volunteers to serve as Navigators at the Annual Meeting.
- Encouraging new members or first-time meeting attendees to sign-up as participants.
- Facilitating the matching process of volunteers and participants.
- Inviting volunteers and participants to attend Annual Meeting events (e.g. SAA New Member/First-time Attendee Reception).
- Obtaining feedback from program volunteers and participants in order to understand how the program is successful and to identify areas of improvement.

### **V. Meetings**

The Navigator Program Subcommittee meets at least once during the Annual Meeting and at other times by conference call, virtually or other electronic means, as needed to plan the program.