

**Society of American Archivists
Council Meeting
February 5-6, 2025
Virtual**

Title: Governance Manual Review Recommended Updates

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Executive Summary/Overview

The 2nd year cohort of Council is traditionally tasked with reviewing and making recommendations for Governance Manual updates. While Staff suggested that the 2023-2024 committee review/make recommendations for 1-2 sections of the manual, the committee determined that a full review of the manual was necessary since all sections impact others. Hence, the work of the committee has extended into 2025.

As SAA has grown exponentially over decades, the committee's approach to the review considered how SAA has developed in various ways, including membership growth, increased reliance on technology and virtual engagement, and an evident shift across the archival field to be attentive to care and wellness in our work, research, and interpersonal relationships with the communities we support and each other as colleagues. Therefore, the committee set out to update the Governance Manual by considering the following:

- Power dynamics
- People-centered priorities
- Address increased remote work and engagement
- Transparency and accountability
- Sustainable workflows
- Ensure flexibility

The committee has reviewed the document and made a number of changes to help clarify position duties, reduce repetitive information, and to ensure the manual is up to date in terms of language. Sections 1 - 5, 10, and 13 have been reviewed and revised. We are asking the Council to approve the changes made to these sections. Future 2nd year cohorts should prioritize reviewing the remaining sections, and Section 9 will be informed by the recommendations of the Section Health Working Group.

Contextual Information

This action item is being submitted because:

- Reviewing and proposing revisions to the Governance Manual is an ongoing task for 2nd year Council members; however, the Manual has been reviewed inconsistently over time, and some sections have not seen changes since 1991.
- Continuing to update and review the Manual as the SAA changes and grows over time is an important maintenance action.
- The former 2nd year cohort (now 3rd year) is completing their work, in partnership with the current 2nd year cohort.
- The work that has been done in the 2023-24 year needs to be approved so that changes made by the 2024-25 committee can begin fresh.
- The majority of the recommended changes bring language into alignment with other sections of the manual, provide clarity, and correct errors.

Alignment with Strategic Priorities

- This is part of the Council 2nd year cohort duties

Fiscal Impact

- No fiscal impact

Potential Benefits

- Greater clarity for incoming leaders
- Governance that is more people-oriented
- Updates policies and workflows for working in a mostly remote environment
- More flexibility

Potential Drawbacks

- None

Recommendation (Action Items only)

- We recommend that all changes thus far be accepted by Council with the understanding that additional changes will be put forth to Council in 2026.

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Officers

Section II. Officers

A. Composition¹

1. The elected officers of the Society are a president, a vice president, and a treasurer.
2. The president and the vice president serve terms of one year each. The treasurer serves a term of three years.
3. Officers take office at the conclusion of the annual business meeting following the election. They are ineligible for immediate reelection.

B. Duties

1. ~~Together with the~~ In addition to the responsibilities and activities of Council, the ~~officers~~ specific Officer duties are ~~responsible for~~ outlined in the following²:
 - ~~1. Ensuring the legal and ethical integrity of the organization.~~
 - ~~2. Providing proper financial oversight and ensuring adequate financial resources.~~
 - ~~3. Establishing policy for the Society.~~
 - ~~4. Ensuring effective planning.~~
 - ~~5. Monitoring and strengthening programs and services.~~
 - ~~6. Ensuring the organization's public standing.~~
 - ~~7. Supporting the work of the paid staff.~~
 - ~~8. Selecting, supporting, and evaluating the executive director~~
2. Together with the ~~executive director~~ CEO, the officers are responsible for ensuring that records of continuing value to the Society are transferred to the Society's archives.³

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C. Other

1. ~~Elected~~To ensure that the Society has a broad pool of leadership and to avoid potential power imbalances, ~~elected~~ officers of the Society ~~will not serve~~are discouraged from serving as officers, steering committee members, or editors on other SAA bodies except where this service is specifically mandated ~~or their specific expertise is essential~~.⁴
2. Elected officers of the Society will not concurrently serve as paid employees of SAA, except to complete pre-existing contracts.⁵

Approved by the Council: June 1991
Revised: July 2013

¹ The source for Section II.A. is the *Constitution of the Society of American Archivists*, Article V.A.1.

² This list of duties is based on Richard T. Ingram, *Ten Basic Responsibilities of Nonprofit Boards*, Second Edition (BoardSource, 2009).

³ The source for Section II.B.2. is the *Constitution of the Society of American Archivists*, Article VII.

⁴ Per resolution adopted by the Council at its January 30-February 1, 1987, meeting and reaffirmed at the June 2-4, 1989 meeting.

⁵ Per resolution adopted by the Council at its June 5-7, 1987, meeting and reaffirmed at its June 2-4, 1989 meeting.

- [President](#)

President

A. Term of Office

Article V of the Society's constitution states that the president serves a one-year term of office subsequent to a one-year term of office as vice president. The terms of office begin at the conclusion of the Annual Business Meeting after the election. Because the vice president automatically becomes president, the president is ineligible for immediate reelection. According to the SAA Foundation's bylaws, the SAA president also serves on the SAA Foundation Board of Directors in ~~his or her~~[their](#) capacity as an SAA Executive Committee member. Subsequent to serving

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one year as SAA president, the SAA immediate past president serves one year on the SAA Foundation Board of Directors.

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B. Functions

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Bylaw 1 of the Society's bylaws states, "The president shall direct and coordinate the affairs of the Society, preside at all business meetings of the Society, of the Council, and its Executive Committee, and shall perform such duties as may be directed by the Council."

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C. Duties

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The SAA President provides vision and leadership for the Society as a subject-matter expert on behalf of the archives profession. The President fulfills the following duties:

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1. Preside over the Society's business meeting at the Annual Meeting.
2. ~~Serve as a member of and preside over meetings of the Council.~~

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3. ~~Serve as a member of and chair the Executive Committee. The president shall call the Committee into session.~~

~~4. May at his or her discretion appoint~~ 2. Convene, facilitate, and call into session Executive Committee and Council meetings to ensure that agenda items are discussed, voices are heard, and generative debate is fostered in a spirit of collaborative leadership.

3. Facilitate productive and supportive communication between SAA Council, CEO, and Staff.

4. Support the vice president in appointing the chairs and the members of SAA committees, boards, task forces, and working groups, as well as representatives whose positions are created or become vacant during ~~his or her~~ their term in office, according to the guidelines for each of these roles and SAA practice. ~~Traditionally, the vice president / president-elect appoints representatives and chairs and members of SAA bodies who will commence their service at the beginning of his or her term as president. In general, the vice president fills vacancies occurring in mid-year in consultation with the president.~~

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5. ~~Create~~ Initiate and ~~terminatesunset~~ standing committees, task forces, and other groups with the advice and approval of the Council.

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6. ~~Direct representatives~~ Support Council and Executive Committee to ~~outside~~ make informed decisions and share knowledge by inviting subject matter experts, committees, and boards ~~other relevant stakeholders~~ to present on issues of importance or concern to the president, the ~~executive director~~ CEO, the Council, or the Society at large ~~before those committees and boards. The representatives shall bring the discussion.~~

7. Provide oversight of ~~such issues by~~ the CEO,

renewing the ~~outside committees and boards before the Executive~~

~~Committee or the full Council for consideration and further advice.~~

7. ~~Sign the current~~ CEO's employment contract ~~with the executive director.~~

8. Direct, engaging Council and other stakeholders

for constructive feedback for performance

reviews, and directing the search for a new ~~executive~~

~~director when~~ CEO whenever necessary.

~~9. Appoint newly-elected~~ With input from Council members, reviews and approves major work plans and projects proposed and led by the CEO.

9. Appoint Council members to Council committees.

Approved by Council: June 1991

Revised: January 1992, May 2011

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• [Vice President](#)

Vice President

A. Term of Office

Article V of the Society's constitution states that the vice president is elected and serves a one-year term of office. The term of office begins at the conclusion of the Annual Business Meeting after the election. The vice president shall automatically become president at the conclusion of the following year's Annual Meeting. According to the SAA Foundation's Bylaws, SAA vice president also serves on the SAA Foundation Board of Directors in his or her capacity as an SAA Executive Committee member.

B. Functions

Bylaw 1 of the Society's bylaws states "The vice president shall perform the duties of the president in case the president is absent or incapacitated and, in case of a vacancy in the presidency, shall assume that office and hold it for the remainder of the term."

C. Duties

1. Serve as a member of the Executive Committee.
2. ~~Serve as a member of the Council.~~ Collaborate with the President to shepherd projects, initiatives, and programming.
3. In the absence of the president, preside at business meeting(s) of the Society and meetings of the Council.
4. Appoint the chairs and members of SAA committees, boards, task forces, working groups, and representatives according to the guidelines for each of these and SAA practice. Traditionally, the vice president / president-elect appoints representatives, chairs, and members of SAA bodies who will commence their service at the beginning of his or her term as president. The vice president fills vacancies occurring in mid-year in consultation with the president.
5. Appoint the chair and members of the Program ~~Committee~~ and Host Committees for the meeting over which he/she/they will preside as president.
6. ~~Appoint the chair and members of the Host Committee for the meeting over which he/she will preside as president.~~

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7. The vice president / president-elect appoints the chair of the Nominating Committee in the event of a tie for that office, according to the procedures in Bylaw 5.A.

*Approved by Council: June 1991
Revised: January 1992, May 2011*

• [Treasurer](#)

Treasurer

A. Term of Office

Article V of the Society's constitution states that the treasurer shall be elected for a term of three (3) years beginning at the conclusion of the Annual Business Meeting following the election and shall be ineligible for immediate reelection. According to the SAA Foundation's bylaws, the SAA treasurer also serves on the SAA Foundation Board of Directors in [his or her their](#) capacity as an SAA Executive Committee member.

B. Functions

Bylaw 1 of the Society states, "The treasurer shall be responsible for: planning and formulating financial policy in consultation with the Finance Committee and the [Executive Director/CEO](#); recommending such policies to the Council; reviewing the annual budget before its submission to the Finance Committee and to the Council; internal auditing of all Society financial operations; providing an annual report on the Society's finances; and investing special funds and endowments on the advice and consent of the Finance Committee and the Council. In the absence of the president and vice president, the treasurer shall preside at business meeting(s) of the Society and meetings of the Council."

C. Duties

1. Serve as chair of the Finance Committee.
2. Prepare an annual treasurer's report. Present the report at the Annual Business Meeting and submit it for publication in *The American Archivist*.

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3. In consultation with the Finance Committee and the ~~Executive Director~~CEO, recommend an annual budget to the Council.
4. Analyze all SAA financial statements. Report financial status, trends, and problems at each Council meeting. Make recommendations to the ~~Executive Director~~CEO and the Council.
5. Consult with the SAA office to assure that an annual audit is performed. Analyze audit results and report findings to the Council.
6. Working with the Finance Committee, oversee investment policy for special funds and endowments.
7. ~~Hold~~Ensure the Society's copy of the current employment contract ~~with and job description for~~ the ~~executive director~~CEO is available in the SAA document library for Council reference.
8. ~~Ensure~~In collaboration with the Foundation President and Board, ensure that the annual giving program is undertaken by the ~~executive director~~SAA Foundation.
9. In the absence of the president and vice president, preside at business meeting(s) of the Society and meetings of the Council.
10. Work with the Council, the Finance Committee, and the ~~executive director~~CEO to achieve a balanced annual budget and an adequate reserve fund.
11. Together with the Council, ~~approve~~review all SAA proposals for external financial support before ~~submission~~they are submitted to ~~the~~ funding agencies.
12. Together with the Finance Committee and the Council, triennially review the dues structure to assure its sufficiency.
13. Serve as a member of the Executive Committee.

Approved by Council: June 1991; revised August 2009.

Executive Committee

Section III. Executive Committee

A. Composition

1. The Executive Committee is composed of the president, vice president, treasurer, and one third-year Council member who is elected annually by the nine Council members for a term of one year.

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- 2. Executive Committee members also serve on the SAA Foundation Board of Directors.²

B. Duties:³

- 1. Act for the Council in conducting the affairs of the Society between meetings of the Council. The president will chair the Committee and convene its sessions.
- 2. Approve the selection of the auditor and investment consultant(s).⁴
- 3. ~~Conduct an~~ Coordinate the annual performance review of the ~~executive director according to procedures mutually agreed to by the Executive Committee and the executive director.~~
- 4. ~~3. Review and approve briefing papers, prepared by the proposer(s) and/or by the executive director in accordance with Council guidelines~~ CEO, which will be presented with motions for constitutional and/or bylaws amendments at the Annual Business Meeting or at a special meeting called by the Council.⁵ ~~include distributing evaluation forms to staff, Council members, and other stakeholders, compiling feedback, and delivering the performance review to the CEO.~~
- 4. ~~Determine~~ Review in a timely manner action requests (such as approval of position statements, etc). In the spirit of transparency, involve Council in the decision-making and commenting process. Keep the rest of Council informed of EC initiatives, including allowing a brief comment period for finalizing position statements.
- 5. Review the annual level of compensation for ~~the~~ SAA staff within the policy guidelines established ~~according to policies approved~~ by the ~~Council~~ Executive Committee.
- 6. Review and respond to appeals made in response to actions related to Code of Conduct violations.⁶

Approved by the Council: June 1991
Revised: May 2011, January 2012, July 2013, July 2014

¹ The source for Section III.A.1 is the *Bylaws of the Society of American Archivists*, Bylaw 4.

² The source for Section III.A.2 is the *Bylaws of the Society of American Archivists Foundation*, Article V, Section 5.2.1.

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³ Unless otherwise noted, the source for Section III.B is the *Bylaws of the Society of American Archivists*, Bylaw 4.

⁴ Regarding investments, the Executive Committee acts in conjunction with the Finance Committee as specified in that Committee's charge.

⁵ The language in Section III.B.1.d mirrors *Bylaws of the Society of American Archivists*, Bylaw 11, which originated as a proposed bylaw amendment adopted by Council at the May 24-26, 2011 meeting and approved by the membership at the August 2011 Annual Business Meeting.

⁶ SAA's *Code of Conduct* was adopted by the Council in an online vote in July 2014. A review cycle concurrent with that of SAA's *Equal Opportunity/Non-Discrimination Policy* was put in place, as well as a process for addressing violations.

Section IV. Council

Council

A. General

1. The Council is the elected governing body of the Society of American Archivists. Together with the Society's officers and the [executive director, CEO, Council](#) is responsible for SAA's governance, legal compliance, and financial well-being.
2. Council members [must be willing and able](#) are expected to attend [and participate in](#) all meetings of the SAA Council, [virtually or in-person](#).
3. Council members are required annually to complete and file with the [executive director/CEO](#) a conflict-of-interest disclosure statement.
4. [To ensure that the Society has a broad pool of leadership and to avoid power dynamic imbalances](#), Council members may not serve as an officer, chair, or member of an SAA committee, board, section steering committee ~~or roundtable steering committee~~, as editor of *The American Archivist* or publications editor, or as an official representative to an external organization (except where this service is mandated by the SAA constitution ~~or and~~ bylaws or where the Council delegates such service to an officer or Council member).

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B. Composition²

1. The Council consists of the president, vice president / president-elect, treasurer, and nine Councilors elected at-large by voting members of the Society.
2. Three of the nine Councilors are elected in each annual election for terms of three years. Councilors are ineligible for immediate reelection.
3. If a vacancy occurs among the Councilors or in any of the offices except the presidency, it may be filled by the [Council recommendation of the Executive Committee and a Council vote](#). The persons designated will hold the position until the next annual election, at which time the position will be filled by election for the remainder of the term, if any.

C. Functions

The Council is responsible for the following³:

1. [Ensuring the legal steering and ethical integrity guiding the Society of the American Archivists to be a leading organization for archivists and archives.](#)
2. [Strategic Planning to establish priorities and initiatives that serve the profession and membership.](#)
3. [Monitoring and strengthening the Society's programs and services.](#)
4. [Coordinating and liaising with allied organizations, component groups and committees within SAA to support information-exchange and effective collaboration.](#)
5. [Advocating for the respect, fair compensation, and advancement of archival workers.](#)
6. [Championing the importance of archives as repositories of cultural knowledge.](#)
7. [Ensuring the legal and ethical integrity of the organization.](#)
- 2.8. [Providing proper financial oversight and ensuring adequate, maintaining financial resources, sustainability, and approving the funding allocation for the Society's activities.](#)
3. [Establishing policy for the Society.](#)
4. [Ensuring effective planning.](#)
5. [Monitoring and strengthening programs and services.](#)
6. [Ensuring the organization's public standing.](#)
7. [Supporting the work of the paid staff.](#)

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D. Duties

1. Provide leadership and direction/collective vision for the Society ~~and its component groups to ensure achievement of SAA's goals. to be a leader for the archival profession~~
 1. As subject matter experts, advise the CEO and staff on the issues, emerging trends, and pain-points of the archival profession.
 - ~~2. Develop, monitor, and report on~~ adapt SAA's Strategic Plan and other organizational strategic priorities.
 - ~~2. Communicate actively and transparently with members about SAA business and the Council's actions using appropriate media.~~
 3. Coordinate and liaise with component groups and committees on aspects of the Strategic Plan that affect them and/or on which they can provide support. are delegated/assigned to them.
 - ~~4. Advise the executive director and senior staff on the archives environment and on major policies relating to Society programs.~~
 - ~~5. Call special meetings of the Society as needed.~~
 - ~~6. Recommend, by a majority vote, amendments to the Society's constitution.~~⁴
 - ~~7. Prepare, adopt, or amend SAA's bylaws.~~⁵
 - ~~8. Formally consider and vote on all resolutions of the business meeting which request the Council take a specific action. Notify the membership of the results of the deliberation.~~
 4. Call additional meetings of Council and member town hall forums as necessary to ensure that membership feels well-informed of organizational leadership actions and that broad input and feedback are incorporated into Council decisions and actions.
 5. Maintain and update the Governance Manual, including the Constitution and Bylaws. Edits to the Constitution and Bylaws must be approved by a majority membership vote. Modifications to additional Governance Manual sections can be approved by a majority vote of Council.
 6. Provide constructive feedback to the Executive Committee during the CEO's performance evaluation process.
 7. Deliberate and vote on Council action items.
2. Ensure the financial stability/sustainability, transparency, and growth/well-being of the organization.

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1. Review, prioritize, and approve the Society's annual operational plans and budget.
2. Provide members with information about the sources and expenditure of SAA funds.
3. Provide for and publish an annual audit of SAA's financial affairs.
4. Review the dues structure at least every three years.
- ~~5. Approve all requests for external funding.~~
- ~~5. Consider the budget requests of SAA. Deliberate and approve/deny requests of groups representing SAA seeking external funding to avoid potentially conflicting funding requests from multiple SAA units.~~
6. Deliberate, prioritize, and approve/deny SAA internal funding requests by component groups and incorporate approved expenditures into the Society's annual budget committees.
7. Acting through In partnership with the Executive Committee, hire the executive director/CEO, participate in the annual review of the executive director's/CEO's performance, and provide direction as needed.
8. Approve any relocation of the SAA office.
9. Dispose of SAA's property, funds, or other assets in the event of the dissolution of the Society.
3. Establish, review, and approve SAA policies.
 1. Consider policy revisions recommended by component groups, representatives to external organizations, members, and staff.
 2. With advice from the executive director, establish policies and approve key decisions related to the location and conduct Provide vision and guidance on finalizing details of the Annual Meeting, including the location and policies.
- ~~4. Provide oversight, stay informed, and ask questions.~~
- ~~4.4. As~~ Liaise with assigned, serve as liaisons to SAA component groups, including boards, committees, task forces, working groups, roundtables, and sections.
 - ~~2.1. With regard to component groups:~~ Review annual reports; develop additional activities, tasks, and recommendations; and approve or deny petitions to create and terminate, transition to discussion groups, and sunset component groups.
 - ~~3. Elect three Fellows to one-year terms on the Committee on the Selection of Fellows.~~
 2. Advocate on behalf of component groups to support their activities, including infrastructure and funding assistance, to Council.

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3. Communicate information between component groups and Council.
5. Build and coordinate Society relationships with individuals and groups outside the Society.
 1. Communicate with external groups on matters of mutual interest, including aspects of the Strategic Plan that affect them and/or on which they might provide support.
 2. With regard to representatives to external organizations: Review annual reports; develop additional activities, tasks, and recommendations; and create and terminate.
 6. Manage the Council's own work meetings and activities.
 1. Distribute all Council meeting materials to SAA members per a Council-approved schedule.
 - 2.1. Establish policies and procedures for Council work. Periodically review the cost and effectiveness of Council activities and governance.
 2. Conduct all Council meetings. Council is expected to hold official Business Meetings minimally four times per year in open session. Enter Council may schedule additional ad-hoc meetings to explore in-depth complicated topics and build cohesion as a team. These additional meetings will be open by default but may include executive sessions (see below).
 3. Council can enter into executive (i.e., closed) session only upon with a two-thirds majority vote of those Council members present and only to discuss specific agenda items. Participants for executive sessions will be determined by Council and may or may not include non-Council member attendees and SAA staff. Decisions must be voted on during open session business meetings.
 4. Assign specific work to Council members:
 4. Council members are required to participate actively in at least one Council subcommittee per year. Subcommittees include:
 - First-year class: Plans the cohort: Leadership Orientation and Forum held at in the Annual Meeting fall.
 - Second-year class: Reviews cohort: Governance Manual review. Modifications to the Constitution and Bylaws are required to have an all-member referendum. Edits to all other sections of the Governance Manual and recommends updates for are approved by Council approval vote.
 - Third-year class cohort: The Council elects one of the three third-year individuals to serve a one-year term on the Executive

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Committee.⁶ The other two third-year members are appointed to one-year terms on the Nominating Committee.

- [Additional subcommittees: Throughout the year, the need for additional informal and term-limited subcommittees may be needed to explore in-depth issues that Council should vote upon in the future. These informal ad hoc committees may also include supplemental members from the general SAA membership who are selected to serve because of their subject-matter expertise. These subcommittees may be proposed by any member of Council and can be approved for formation by a majority vote.](#)

5. [Council elects three Fellows to serve one-year terms on the Committee on the Selection of Fellows.](#)

Approved by the Council: June 1991

Revised by Council: February 2003, May 2010, August 2010, January 2012, July 2013

¹ Per a resolution adopted at the January 30-February 1, 1987, meeting of the Council, reaffirmed at the June 2-4, 1989, meeting, and amended at the June 11-14, 1992, and August 28, 2001, meetings.

² Per Article V. of the SAA constitution.

³ Derived from Richard T. Ingram, *Ten Basic Responsibilities of Nonprofit Boards, Second Edition* (BoardSource 2009).

⁴ The process for amending the SAA constitution is spelled out in X. Amendments.

⁵ The process for creating and amending the SAA bylaws is spelled out in Article IX. of the constitution.

⁶ See Bylaw 4.

CEO (formerly ~~Section V.~~ Executive Director)

Section V. CEO

[The CEO is the administrative head of the organization. The CEO ensures the fiscal and legal compliance of the organization while supporting the vision and leadership of the Officers and Council. The CEO is responsible for ensuring the operations and](#)

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vitality of SAA. Their responsibilities include the duties listed below, which may be their direct responsibility or may be assigned to members of SAA staff.

A. Duties:

1. Administration

1. ~~Administers~~ Recruits, hires, mentors, supports, and manages SAA staff to accomplish the goals and deliverables of the Society.
2. Communicates with the Council and Officers on the condition of the Society, initiatives, and potential issues that arise.
- 1.3. Oversees the Society's operational affairs; ~~manages the SAA staff; provides support to~~ supports the officers, the Council, and component groups; and ~~coordinates~~ fosters SAA interactions/relationships with ~~outside~~ allied organizations.
2. ~~Informs the officers, Executive Committee, and Council of the condition of the Society and all important factors influencing it.~~
3. ~~Plans, formulates and recommends to the Council policies and programs that will further the objectives of the Society.~~
4. Executes contracts and commitments authorized by the Council or by established policies of the Society.
5. Attends ~~all meetings~~ Business Meetings of the Council and of the Executive Committee as a nonvoting member, ~~records,~~
- 5-6. Ensures the meeting minutes ~~of each body are recorded and distributes them~~ distributed in a timely way, and ~~executes all-oversees execution of Council decisions of the Council unless other provision is made by the Council,~~
- 6-7. Presents an annual report on the activities of the Society at the Annual Meeting and ~~records and distributes~~ ensures the minutes of the Annual Business Meeting ~~are recorded and distributed,~~
- 7-8. Directs and coordinates all approved programs, projects, and major activities of the staff and contractors.
- 8-9. Recruits, hires, trains, evaluates, and motivates SAA staff; defines their working hours, salaries, and benefits, and duties; and establishes performance standards and ~~conducts~~ performance reviews.
- 9-10. Prior to the development of a new staff position(s), develops a position description and statement of its financial implications for the

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approval of the Council or, between Council meetings, the Executive Committee.

10.11. Maintains and provides security for the Society's records, information, and property.

11.12. Maintains custody of and preserves the corporate seal of the Society, and affixes the seal.

2. Member Relations

1. As the administrative leader of SAA, establishes a spirit of collaborative support. SAA staff are subject matter experts in their domain, who work in close partnership with subject matter experts for archives. While all staff are paid and many volunteers are uncompensated, the CEO establishes a stance of mutual respect and collaboration while informing volunteers of any potential limits to collaboration due to work scope, capacity, and sustainable efforts.

2. As the "face" of SAA, the CEO, directly or by delegation to staff, maintains responsive and transparent communication with SAA members.

3. As the administrative leader, mediates interpersonal conflicts with curiosity and diplomacy.

4.4. Promotes whenever possible interest and active participation in the Society's activities and affairs on the part of its members.

2.5. Directs the staff in the maintenance of member records and in billing for and collection of dues.

3.6. Provides/Facilitates liaison and staff support to component group leaders.

4.7. Conducts research, undertakes projects, prepares reports, and publishes the results on subjects of importance to the Society.

5.8. Reports to SAA members the activities of elected officers, the Executive Committee, and the Council, and of members of the Society, through the communications media of the Society.

6.9. Maintains personal contact with members to the extent possible.

7.10. Upon written request of a member, provides a copy of any forms submitted to the IRS relating to SAA's status as a 501(c) organization.

3. Finances

1. With/in partnership with the treasurer, manages the Society's finances.

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2. Develops and recommends an annual budget and, upon its approval by the Council, operates the Society's financial affairs within the budget.
 3. Oversees the Foundation staff, who is responsible for implementing and deploying giving programs.
 - 3.4. Develops and implements an organizational structure for the staff that will meet internal needs. Recommendations on changes in staff compensation are submitted to the Executive Committee for its approval prior to submission of the annual budget to the Council.
 - 4.5. Ensures that all funds, physical assets, and other properties of the Society are appropriately safeguarded and administered.
 - 5.6. With the approval of the Council, seeks external funding to support appropriate projects of the Society, and administers and accounts for such funding to the Society and to the agency or body granting it.
4. Professional Relations
 1. Establishes and maintains good relationships with allied professional organizations, public service organizations, industries, and public officials and bodies at local, state, and national levels.
 2. Monitors the activities of the federal, state, and local governments that are of interest to or affect archivists individually or the profession generally, and reports these activities to the Council and the membership.
 3. Coordinates the delivery to public officials and others of SAA testimony and position statements on issues of concern to the profession and SAA to public officials and others.
 4. When authorized by the Council, or by the Executive Committee when time will not allow for a full Council decision, represents SAA on matters of concern to the Society and the profession.
 5. General
 1. Plans Oversees the planning and implements execution of the Society's Annual Meeting within budget parameters, working with and providing necessary support to the Program Committee and the Host Committee.
 2. Plans, promotes, and administers other meetings of the Society, the Council, the Executive Committee, or other Society bodies.

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- 3. Establishes, directs, and maintains revenue-generating programs on behalf of the Society.

B. SAA Foundation

The SAA ~~Executive Director~~CEO also serves as ~~executive director~~the CEO of the SAA ~~Foundation (SAA Foundation)~~ (unless the Foundation executive director position is filled by another individual).²

C. Review

The Executive Committee, in partnership with broader Council, is required to conduct a performance review of the ~~executive director~~CEO annually according to procedures mutually agreed to by the Executive Committee and the ~~executive director~~CEO.³

Approved by the Council: June 1991

Revised: September 1994, May 2011, July 2013

¹ The source for Section V.A. is the *Bylaws of the Society of American Archivists, Bylaw 2*, and directives from the Council.

² The source for Section V.C.1 is the *Bylaws of the Society of American Archivists Foundation, Bylaw V*.

³ The source for section V.D.1 is the *Bylaws of the Society of American Archivists, Bylaw 4*.

Nominating Committee

I. Purpose

In accordance with the SAA Bylaws, the Nominating Committee selects a slate of candidates ~~to present~~for the positions of Council, Vice President/President-Elect, and the next year's Nominating Committee for membership vote; ~~provides~~. The Nominating Committee reviews the nominations and self-nominations received; encourages potential candidates to stand for election; facilitates the election process by gathering information about the slate of candidates for the SAA ~~Newsletter~~election ~~communications and related events~~; drafts questions ~~for inclusion~~that candidates ~~respond to~~ in ~~the candidates'~~their candidate statements; prepares a final report; and ~~formally~~ reports the election results at the annual business meeting.

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II. Committee Selection, Size, Length of Terms

The Nominating Committee is composed of five members who serve for one year. Three members are elected each year by the membership from a slate submitted by the outgoing Nominating Committee and from any petition and write-in candidates submitted by the membership. Two of the three second-year Council members are selected by lot/vote at the spring meeting of the Council to complete this committee. The chair of the Nominating Committee is the elected candidate with the highest number of votes. The vice president/president-elect appoints the chair of the Nominating Committee in the event of a tie for that office, according to the procedures in Bylaw 5.A. The immediate past chair of the Nominating Committee shall serve on the Committee on the Selection of SAA Fellows for a one-year term.

III. Duties and Responsibilities

The committee selects a slate of two candidates for each of the following offices each year: vice president/president-elect, three members of Council, and three Nominating Committee members. Two candidates for the office of Treasurer are chosen every third year.

Prior to the Annual Meeting, the chair obtains information from the SAA office and/or the SAA Archives regarding the preferential ballot, previous candidate slates, and election results. The Chair sends this information, along with copies of the Nominating Committee Guidelines and Information Sheets for Nominees to the other committee members. She/he also schedules committee meetings at the Annual Meeting, develops meeting agendas, and assigns responsibilities to committee members (e.g., to prepare lists of possible candidates or to contact various groups for suggestions).

The committee normally meets twice during the Annual Meeting. The first meeting, scheduled early in the week, should result in a slate of candidates for each office, a list of alternates, and a draft of the questions for the candidates' statements. (Because so much of the committee's work is completed during the Annual Meeting, if a Nominating Committee Open House is held, it should be scheduled early, perhaps prior to the first committee meeting, so that it can serve as an effective means for securing additional nominations.) The period between the two meetings of the committee is used by committee members to contact prospective

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candidates, inform them of the duties/ obligations of running for office, provide them with copies of the Information Sheet for Nominees, and secure commitments from as many of them as possible. The second meeting includes preparation of the final slate, the development of plans for contacting any candidates not yet committed, and approval of questions for candidates. A list of suggestions for nominations to be forwarded to the next year's committee also may be prepared at this meeting.

If alternate candidates must be approached after the Annual Meeting, the committee may reconvene by conference call. The final slate is circulated among the committee members for review, and the chair formally writes all candidates to confirm nomination prior to submitting the slate and list of candidates' questions to the Executive Director. The final slate is to be published in the SAA Newsletter. The SAA office handles the SAA staff share documentation from previous year(s) Nominating Committee with the current committee. The committee reviews the current nominations and previous nominations pool and brainstorms about additional candidates to recruit. They use or create a rubric to evaluate candidates to narrow down to the final election roster selection. They develop the questions that candidates respond to in their candidate statements. They organize and facilitate an Election Open House and/or other election announcements, communications, and events. The final slate is collaboratively determined by the committee. The final slate and list of candidate questions is delivered by the chair of the committee to the SAA CEO and President. The SAA staff handle the preparation and distribution of the ballot and arranges for the tabulation of election results by the Ballot Committee. The Executive Director volunteer election tabulators. The CEO informs each of the candidates of the results of the election.

The chair of the committee prepares a final report and submits it to the Council. The chair reports the election results at the following annual business meeting.

IV. Criteria for Selection of Candidates

All candidates must be Individual members of SAA, at the time that the election slate is finalized. Although no other formal criteria are listed for candidates, most committees strive for a balanced slate in terms of gender demographics, geographical area, types and size of candidates repositories, and professional interests. The committee may wish to use past service on the Council as a requirement for selection of vice presidential candidates, and active participation in SAA as a requirement for candidates for the Council.

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Approved by the SAA Council: June 1988.
Revised: May 2022.

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¹The source for Sections VII.A and B. is the Bylaws of the Society of American Archivists, Bylaw 6.

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Section VIII: Task Forces

A. Purpose

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1. The SAA Council establishes task forces to deal with matters of special concern to the Society and the profession. Task forces are given specific charges to study and evaluate certain issues, prepare reports and study documents, and, when deemed appropriate, make recommendations for action by the Council.
2. The work of task forces usually occurs within a prescribed period of time specified by the Council in charging the task force, such as from one Annual Meeting to the next. The duration of the task force may be extended by Council action as needed to ensure that the work is completed.
3. When a task force is disbanded, existing SAA bodies such as committees, and sections, and roundtables may continue attention to the area it addressed. In some instances, a new SAA body may be formed to follow up the work of a task force.

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B. Membership

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1. Members of task forces, including the chair(s), are appointed by the vice president / president-elect, and generally serve for the term of the task force. Membership on task forces is open to all SAA members. In making appointments to task forces, the vice president / president-elect gives special consideration to section and roundtable leaders and members who may have a particular interest in the matter of special concern.
2. Members of the Council may serve on task forces when their expertise is useful in the matter of special concern. Council members should not typically serve as task force chairs unless a compelling reason exists for them to do

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- so. Task forces will have a Council liaison appointed to the task force when the task force membership does not include at least one Council member.
3. A minimum of one half of the members of any task force are appointed from SAA members or others who are not currently serving on the SAA Council.
 4. As needed, individuals who are not SAA members but who have specific knowledge or skills may be appointed to an SAA task force.
 5. Generally SAA staff members do not serve as task force members, but they may be assigned to provide staff support to task forces.
 6. To encourage participation in the work of a task force by those who seek to gain expertise in that area, interns-early-career members may be appointed to task forces generally for the duration of the task force, ~~but not to exceed 18 months. Interns, who are appointed by the vice president / president-elect in consultation with the chair, serve as nonvoting members for a term of one year,~~ and are expected to ~~attend the SAA Annual Meeting and~~ assist in the work of the group throughout the year.
 7. The process for the removal of a non-participating task force member is specified in the Policy for Removing a Non-Participating Member from a Council-Appointed Group.

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C. Consultation and Reporting

1. Task ~~force~~forces are expected to communicate and coordinate with other SAA bodies engaged in similar undertakings. In the course of their investigations, task forces ordinarily are expected to communicate by direct means, or to use the Society's electronic announcement lists and website to alert ~~section and roundtable~~the appropriate SAA leaders, or the membership when appropriate, of special matters that they are considering that may affect SAA policy, organizational structure, or new program initiatives. Member comments will be considered by task forces and reported to the Council~~Depending on the details and extent of the charge and its term length, a task force will be supplied with a webpage that is specific to their purpose as a mode of transparent and periodic communication.~~
2. Task forces work closely with their Council liaisons and the ~~Executive Director~~CEO to ensure that they are responsive to the needs of the Society as outlined in their charge. Council liaisons are responsible for regularly communicating with the chair(s) of task forces to which they are assigned. Communications with the Council are directed through both Council liaison and ~~executive director~~CEO.

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3. Each task force is expected to [submit a report documenting its progress towards fulfilling on](#) its assigned charge for every Council meeting during the term specified for the task force. [Task force chairs must meet the timeline specified by the executive director for submitting agenda items and supporting documents for each meeting of the Council task force duration.](#) All task force reports must use the [Council Report Template Council Report Template](#). [A task force's final report should be identified as such.](#)
4. [Because of the limited term of appointment, task forces are not expected to submit annual reports to the Council on the schedule specified for other SAA component groups.](#)

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D. Meetings

1. Funding for task force meetings, if available, is typically stipulated in the Council's charge to the task force. The standard expectation is that the bulk, if not all, of a task force's work will be done utilizing emails, conference calls (supported by the SAA Office), and free tools. A task force whose term extends over an Annual Meeting is encouraged to request space (on a timetable established and publicized by the [executive director CEO](#)) and hold an in-person [or hybrid](#) meeting at the conference hotel, travel and accommodations for which are the responsibility of task force members.
2. SAA funding for additional in-person meetings not specified in Council's charge to a task force is not typically available, but [requests for such funding may be discussed with the task force's Council liaison and the executive director funding requests can be submitted for consideration.](#)

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Adopted by Council: June 1991

Revised: June 1992, August 2007, July 2013, November 2014.

Section X: Official Representatives to External Groups

[Roster of SAA Representatives to External Groups](#)

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Section X: Official Representatives to External Groups

<https://www2.archivists.org/governance/handbook/section10-representatives>

Section X: Official Representatives to External Groups

A. Purpose and Criteria for Representation

1. As part of the effort to serve its members, the archival profession, and users and creators of archival records, the Society of American Archivists maintains formal communications with a wide variety of groups engaged in archival, library, curatorial, research, and other [educational/cultural heritage/memory](#) work. These formal ties play a critical role in enabling SAA to generate action, to determine policy and standards, to provide information and counsel on archival matters to related groups, and to keep abreast of developments in fields relevant to the archival community.
2. The following criteria provide the rationale for SAA's appointment of a formal representative to an external group:
 1. The external group's mission must relate to SAA's mission as stated in SAA's governance, policy, and/or planning documents.
 2. The external group must be a government agency or a nonprofit organization, [such as a professional association or affinity group](#).
 3. Representation on the group is not funded, unless specifically indicated in the Council-approved charge.
3. The process for requesting a representative to an external group comprises the following:
 1. A formal request for representation must be made from either the external group or an SAA body, [for Council approval](#). The request should use the [Council Report Template Collaboration Application](#) and must include the following information formulated as a charge for the representative:
 - External group name,
 - External group [mission website](#),
 - [Collaborational objective](#)

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▪ Collaboration logistics:

- 1. Number of representatives and length of terms.
- Duties of representatives,
 - 2. Specific qualifications/areas of expertise that representative(s) should have for appointment.
 - 3. Participation expectation: How many meetings they are expected to attend, are the meetings in-person or virtual, their role at the meetings they attend, the directionality of their responsibilities/accountability, the expectations in how they share information, report, or make requests across organizations.
 - 4. Reporting requirements to expectation for the external group, and to SAA stakeholders, including frequency, extent, and format. SAA reporting requirements and procedures are specified in this Governance Manual section the liaison charge.
- Group mechanics (number of meetings, locations, etc.).
- Relationship to standing SAA bodies, including the reporting relationship of the representative to Council or a specified Council-appointed group.
- Group contact information.
- Anticipated costs (institutional membership, travel expenses, event registration, etc)
- SAA Stakeholders

2. Requests for representation must include a charge and must be approved by the Council before a representative can be appointed and representation initiated.

3. A page formalizing this representation will need to be created by the sponsoring SAA unit and submitted to SAA staff for addition to the website.

B. Appointment and Expectations for Representatives

1. The SAA vice president/president-elect appoints representatives, who must be SAA members in good standing, to external groups as part of the annual

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- appointments process, unless otherwise specified in the representative's charge.
2. The vice president/president-elect, acting in consultation with the Executive Committee as appropriate, appoints replacement external representatives outside of the normal standard appointments process cycle when necessary.
 3. Official SAA representatives to external groups report to the Council, and/ or to Council appointed groups other SAA stakeholders, as specified in their charge.
 4. The following expectations must be met by external the appointed representatives:
 1. Attend and participate in meetings of the external committee/body if feasible.
 2. If unable to attend a meeting, inform the chair(s) of the SAA group to whom the representative reports, or to Council, as specified in her/his/their charge, and discuss whether a substitute attendee should be designated.
 3. In all cases the appointed SAA representative is responsible for obtaining information about the meetings summarizing discussion and decisions of the external group on which she/he represents to SAA and including that information in any reports compiled and submitted.
 4. Representatives typically are expected to fund expenses relating stakeholders according to representation. Exceptions to this are noted in the charge of the specific representative.

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C. Consultation and Reporting

- 1.3. All the reporting requirements here specified are the responsibility of the appointed SAA representative, regardless of whether she/he is able to attend meetings of the external group expectations outlined in their liaison charge.
4. In cases where expenses are required to participate in liaison activities, SAA will work with the appointed representative to determine estimates of expenses required. These decisions need to be documented in the liaison charge and be budgeted for by SAA.

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C. Consultation and Reporting

- 2.1. Appointed SAA representatives to external groups ~~must complete an annual report, using the Council Report Template provided on the SAA website, according to the frequency and file it with the group to which the representative reports by the specified deadline each year, format outlined in the liaison charge.~~
- 3.2. ~~From time to time issues may arise that will have a long-range impact on SAA policy or a significant portion of the profession, or about which SAA will be asked to take a position. Circumstances may require the SAA representative to act in a timely manner on behalf of SAA.~~ In such cases, representatives will seek the advice of the ~~SAA president and/or the executive director~~ **Committee Chair (if applicable), Council Liaison, and SAA President** prior to any anticipated action on the issue. ~~The President~~ **Representatives** whose charge specifies reporting to a Council-appointed group (e.g., Standards Committee) should include the chair(s) of that group in any communications with the SAA president or executive director. The president and/or executive director may in turn wish to bring such issues before the ~~CEO, Executive Committee, and/or the full Council for consideration and advice or direction to the representatives to~~ establish the course of action that the representative needs to take. Council needs to be informed of the decisions.

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D. Council Review of Representatives and Charges and Renewal of Liaison Relationships

1. ~~The success and continued benefits of each external representation are reviewed at the end of each appointment cycle prior to making appointing or reappointing a new or renewed appointment of the representative.~~
2. ~~The review process draws on assessment of the annual reports submitted by the representative under review, input from relevant SAA component groups, and input from the incumbent representative. The review includes a review of the official charge for the representative and recommendations liaison to the Council for necessary changes.~~

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3. ~~The vice president/president-elect may conduct the review her- or himself, or involve an external group,~~ the Executive Committee.

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4.1. ~~Each year the vice president prepares a list of external organizations whose representatives' terms are expiring, including those with representatives who report directly needs to SAA groups. That list, along with the vice president's recommendations, developed in consultation with relevant SAA groups where appropriate, review the liaison charge. The review will be presented to the Council before the call for volunteers opens. The Council will determine whether new appointments should be made or the representation should be discontinued, comprised of the following details:~~

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a. ~~New appointments or reappointments are made~~ Liaison charge

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b. ~~Costs to SAA (and potentially to the liaison)~~

c. ~~Reports by the vice president/president-elect~~ liaison

d. ~~Justification of continued liaising work (supporting the Strategic Plan, etc.)~~

2. ~~The results of the review need to be incorporated into the Executive Committee report to Council to keep them informed. Council will vote to sunset or create new liaison roles.~~

5.3. ~~SAA Staff will provide a list of expiring external liaison roles that need to be appointed by the SAA Vice President as part of the normal appointments process~~ annual call for volunteers to appointed positions.

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Approved by the Council: June 1988

Revised: January 1991, August 2012, May 2013

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<https://www2.archivists.org/governance/handbook/section11/representatives/academy-of-certified-archivists-aca>

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Group Web Page: <http://www.certifiedarchivists.org/>

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Rep(s) to Academy of Certified Archivists (ACA)

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Group Web Page: <http://www.certifiedarchivists.org/>

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Official Charge:

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The Academy of Certified Archivists, founded at the 1989 Annual Meeting of the Society of American Archivists, is an independent not-for-profit organization for certifying professional archivists.

Academy of Certified Archivists

Collaboration Objective:

The ACA is an independent certifying body for supporting a standardized Body of Knowledge for the archival profession. It is beneficial for the ACA to be attuned to emerging standards development and professional literature through SAA. As mission and scope-aligned organizations, having a formal collaboration ensures coordination and mutual benefit for both organizations.

Collaboration Logistics:

The ACA is encouraged to have an institutional membership with SAA. This will allow them to have access to SAA communications and have a voting representative (customarily the ACA president).

Any collaborations between SAA and ACA are encouraged to be initiated by the representative Presidents or their delegates.

II. Number and Length of Appointments

A. The SAA vice president appoints an official representative to the ACA for a 2-year term.

B. To ensure the familiarity of the representative to the mission and work of ACA, the official representative is encouraged to have been a member of the ACA for a few years prior to appointment. ACA membership during the time of appointment is a requirement for this liaison role.

A. SAA is represented by the ~~executive~~CEO~~executive director~~ *ex officio* on a continuing basis and by a Council member selected by the Council for a two-year term.

B. The SAA vice president shall appoint the Council member to serve as representative from among the incoming second-year Council members.

C. If possible, the appointed Council representative should be a Certified Archivist.

III. Duties

A. The ~~Executive Director~~CEO is responsible for financial issues.

B. The Council member represents the Society on issues of archival policy, such as education, publications and standards, in which SAA and ACA have a mutual

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interest; and on issues where coordination of efforts is desirable, such as the work of the nominating committees.

IV. Reporting Procedures

The Council member prepares an annual report to Council in accordance with established procedures and reports to Council when necessary throughout the year.

V. Meetings

The SAA Council member meets with ACA at the SAA's Annual Meeting and at special meetings called by the ACA when appropriate. The [Executive Director/CEO](#) may also attend ACA meetings as appropriate.

VI. Related SAA Bodies/Stakeholders

- A. Committee on Education
- B. Archival Educators [Roundtable/Section](#)
- C. Standards Committee

[D. Publications Board, SAA publications editor and American Archivists editor](#)

Approved by Council: September 1991

Revised: August 6, 2012

<https://www2.archivists.org/governance/handbook/section11/representatives/ica-experts-group-on-archival-description>

Rep(s) to ICA Experts Group on Archival Description

International Council on Archives (ICA)

Experts Group on Archival Description (EGAD)

Group Web Page: <https://www.ica.org/en/about-egad> <https://www.ica.org/en/about-egad>

<https://www2.archivists.org/governance/handbook/section11/representatives/ica-experts-group-on-archival-description>

I. Background

[The Expert Group on Archival Description \(EGAD\) is one of eleven Expert Groups established by the Executive Board of the International Council on Archives \(ICA\).](#)

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Expert Groups each consist of “a selected number of professionals with proven expertise in the issues or concerns of a particular sector including leaders, activists, senior professionals and representatives of international organizations”. Members of EGAD must be employed by ICA member institutions or be individual ICA members.

EGAD was formed by ICA in 2012 and is charged with developing a formal conceptual model for archival description that “identifies and defines the essential components of archival description”. This model, called Records in Contexts, replaces previous ICA standards on which several SAA-maintained standards are based.

EGAD has a single chair who is appointed without term. New members to EGAD are appointed by the chair at their discretion, by invitation only in some years or via a public call for volunteers in others.

EGAD conducts its regular business virtually and at occasional in-person Working Meetings.

II. Collaborational objective:

SAA and ICA EGAD have a joint liaison who is expected to share information on both EGAD and SAA Standards development with both groups to support parallel and complimenting standards development.

III. Collaboration logistics:

A. Number of representatives and length of terms: 1 representative, 1 year term on a renewable basis established by the ICA EGAD chair.

B. Specific qualifications/areas of expertise that representative(s) should have for appointment: Desired qualification includes membership for both SAA and ICA and sustained experience participating in standards development.

C. Participation expectation: How many meetings they are expected to attend, are the meetings in-person or virtual, their role at the meetings they attend, the directionality of their responsibilities/accountability, the expectations in how they share information, report, or make requests across organizations: The EGAD-Standards liaison is expected to attend and participate in committee meetings for both groups, which are expected to be primarily virtual events.

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D. Reporting expectation for the external group and to SAA stakeholders, including frequency, extent, and format. SAA reporting requirements and procedures are specified in the liaison charge: The liaison is expected to attend and participate in the committee meetings, providing feedback and updates during the meetings. An annual retrospective is encouraged to be drafted and shared with both the chairs of EGAD and Standards to articulate successful outcomes and pain points for the role over the year. This retrospective can be incorporated into the annual report from the Standard committee to Council.

E. Anticipated costs (institutional membership, travel expenses, event registration, etc): SAA and ICA both should provide a 1-year complimentary membership for the liaison. Committee work is expected to primarily be virtual and, unless a special funding request is generated for exceptional circumstances, funding to support international travel is not anticipated.

III. SAA Stakeholders: SAA Standards Committee

V. Representatives and International Standards Coordinating Subcommittee: Suggested (RH)

A. Representatives

ICA and SAA are represented jointly by a single individual appointed by the SAA Vice President in consultation with the ICA Executive Board. The term of appointment is one year.

Selection of the ICA/SAA representative is based on the following criteria:

1. the representative must be a member in good standing of both SAA and ICA
2. candidates must demonstrate a broad understanding of global archival practices as well as the international landscape of archival data structures
3. to avoid collisions of interest, the representative should not be an active member of SAA Standards (including any of its Technical Subcommittees) or EGAD

Duties

1. Attend regular meetings of SAA Standards as well as EGAD

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2. [Give regular updates at those meetings about the activities of the respective other group](#)
3. [Serve as a conduit for both groups to convey feedback on those activities that may impact the work of the respective other group or their professional community](#)
4. [Bring to the attention of each group any efforts of the respective other group that may require action or raise concerns](#)

Reporting Procedures

[The representative prepares an annual report that is submitted jointly to the SAA Council and ICA Executive Board in accordance with established procedures. All reporting requirements are the responsibility of the appointed representative, regardless of whether they are able to attend any meetings.](#)

Attendance of the Joint Representative at Meetings

[The ICA/SAA representative attends regular meetings of SAA Standards as well as EGAD. They are not expected to attend in-person working meetings or conferences.](#)

B. International Standards Coordinating Subcommittee

[The International Standards Coordinating Subcommittee \(ISCS\) facilitates direct communication between the chairs of EGAD, TS-EAS, and TS-DACS. It is a Subcommittee of the SAA Standards Committee. Its purpose is to provide a space for immediate dialog between those stakeholder groups and the ongoing alignment of their respective visions in real time.](#)

Composition and Term

[ISCS is composed of the \(co-\) chairs and immediate past co-chairs of EGAD, TS-EAS, and TS-DACS. Members' respective terms on ISCS correspond to the terms of their respective \(co-\)chair appointments.](#)

Meetings and Communication

[The group meets quarterly in a virtual forum provided by one of the SAA members. Members of the group self-organize to choose the meeting platform and host.](#)

SAA provides a dedicated space on SAA Connect to facilitate quick, informal, and transparent information-sharing between members of the group.

Expectations and Reporting

Members of ISCS are expected to:

- attend the quarterly meetings of ISCS
- engage in active dialog, deep listening, and thoughtful conversation with one another
- give regular updates to the Standards Committee following the meetings
- ensure that the EGAD/Standards rep is informed
- alert the Standards Committee of any changes to the EGAD/Standards rep appointment
- bring to the attention of the Standards Committee any efforts of EGAD that may impact the work or professional community of SAA or require action or feedback from SAA
- collect feedback and recommendations from their respective Technical Subcommittee members
- make recommendations to the Standards Committee based in the consensus of their respective Technical Subcommittee members

C. Related SAA Bodies

a. Description Section and EAD Section

b. B. Standards Committee and its Technical Subcommittees, in particular TS-EAS and TS-DACS

Rep(s) to ICA Forum of Professional Associations

International Council on Archives (ICA)

Forum of Professional Associations (FPA)

Group Web Page: <https://www.ica.org/en/forum-of-professional-associations-fpa>
<https://www.ica.org/en/forum-of-professional-associations-fpa>

The Forum of Professional Associations (FPA) of the International Council on Archives represents professional associations who are interested in the administration, preservation and use of records and archives. Formerly called the Section of Professional Associations (SPA), the [Forum FPA](#) was established October 2021 by vote of the ICA Extraordinary General Assembly. [FPA FPA has representatives from the international archival community](#) and [has over 60 members](#). It is managed by a Steering Committee.

[, of which the SAA representative is a member](#). All professional associations are encouraged to join FPA and to take advantage of being part of the international archival community.

FPA aims to strengthen and unite the archival profession globally and to help its member associations develop their organizations and increase their influence. It does this by producing guidelines and advice to associations aimed at improving their services and enhancing their community profile, and by organizing and supporting seminars and conferences. It also supports an archival solidarity project which works to coordinate international foreign assistance projects.

II. Number and Length of Appointments

The Academy of Certified Archivists and SAA are represented jointly by a single individual appointed by the SAA Vice President (in consultation with the appropriate ACA leader[s]) for a four-year term that is renewable. To facilitate the possibility of the election of SAA's representative to the Executive Committee of ICA FPA, the term of appointment runs through the ICA meeting of the final year of appointment.

Selection of the ACA/SAA representative to ICA FPA is based on the following criteria:

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- The individual must be a member in good standing of both the Academy of Certified Archivists and the Society of American Archivists.
- To ensure that the representative has a broad understanding of archival issues in the United States, the individual mustis encouraged to have served as a member of the SAA Council and/or ACA Board of Regents ~~or the SAA Council.~~
- The individual shall have demonstrated an interest in and understanding of international archival issues (e.g., competency models, standards development, preservation of at-risk archives).
- ICA commits to waiving the registration fee for attending the ICA meeting. SAA commits to covering the expenses for a coach class round trip fare, ground transportation, and daily per diem according to SAA office policies for each of the two anticipated in-person meetings per year. The remaining expenses will be the responsibility of the representative and is encouraged to be covered by their employing institution as a service to the archives profession. The individual must be available and able to travel to up to two international meetings per year.
- The individual representative must have demonstrated support (i.e., professional be supported by their employer with leave time) from his or her home institution and supplemental funding as needed.

III. Duties

- Participate actively as a member of the ICA FPA Steering Committee.
- Gain support for joint action on questions of interest to professional associations.
- Recommend actions that SAA may endorse or pursue in the international arena.
- Bring to Council's attention any international news or efforts that would be of concern to SAA and its membership.

IV. Reporting Procedures

The representative prepares an annual report to the Council in accordance with established procedures. Additionally, the representative provides a written report (using the Council Agenda Item template) to the Council within 30 days of attending an ICA meeting. All reporting requirements are the responsibility of the appointed representative, regardless of whether she/he is they are able to attend any meetings.

V. Meetings

The ACA/SAA representative generally attends both the ICA Annual General Meeting (in the fall) and the ICA Forum of Professional Associations Meeting (in the spring).

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In addition, the representative may attend the quadrennial ICA Congress. SAA funds attendance at ICA meetings as the annual budget permits.

VI. Related SAA Bodies Stakeholders

A.- [International Archival Affairs Section and other SAA Sections and Roundtables](#) as appropriate

B. Standards Committee

VI. Group Contact Information

[International Council on Archives – Conseil international des Archives](#)

[60, rue des Francs-Bourgeois](#)

[75003 Paris, France](#)

[Phone: + 33 \(0\)1 40 27 63 06](#)

[Fax: + 33 \(0\)1 42 72 20 65](#)

ica@ica.org

Approved by the Council: May 2003

Revised: August 2013.

Updated Nov 2022, per ICA change from "Section on Professional Archival Associations" to "Forum of Professional Associations" (Oct 2021).

As long as this representation remains a joint effort between ACA and SAA, the Vice President's appointment is made in consultation with the ACA leader who makes ACA's appointments.

<https://www2.archivists.org/governance/handbook/section11/representatives/national-historical-publications-and-records-commission>

Rep(s) to National Historical Publications & Records Commission (NHPRC)

Group Web Page: <http://www.archives.gov/nhprc>/<http://www.archives.gov/nhprc/>

Through its grant programs, the National Historical Publications and Records Commission (NHPRC) is one of the major funding sources for a wide variety of projects through its two programs of support for historical publications and preservation and use of historical records. NHPRC recommends the expenditure of appropriated or donated funds for the collecting, describing, preserving, compiling, and publishing of documentary sources significant to the history of the United

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States, and for Institutes, training and educational programs and fellowships related to those activities. It also disseminates information about documentary sources through guides, directories, and other technical publications. Because NHPRC is one of the chief grant funders to the archival community, SAA's representative carries great responsibility to voice the concerns of archives and archivists.

II. Number and Length of Appointments

Under federal statutes, SAA is represented by a single representative chosen for one four-year term by the SAA Council upon recommendation ~~by~~of the SAA Vice President.

Commission members are subject to federal conflict of interest regulations as well as specific guidelines adopted by the Commission.

III. Duties

A. ~~Report~~Represent the ~~concerns and~~ best interests of ~~SAA and~~ the ~~broader~~ archival ~~community~~profession to the Commission.

B. ~~Report~~Provide an annual report to ~~the~~Council ~~annually~~ and ~~an update~~ after each NHPRC meeting on the discussions and decisions thereof.

C. Seek advice from ~~Council~~the Executive Committee on ~~appropriate action relating to~~ issues ~~to be placed for discussion~~ on ~~the agenda for consideration at future~~ NHPRC ~~meetings~~meeting agendas.

D. Participate, when possible, in the various committees of NHPRC as a way of furthering the archival agenda, particularly among those commission members who are not familiar with archives.

IV. Reporting Procedures

The representative prepares an annual report and a three-year plan to Council in accordance with established procedures and reports to Council when needed on other occasions.

V. Meetings

NHPRC meets two times a year in Washington, D.C., at the National Archives. All of the expenses of the representative are paid by the Commission.

VI. SAA Stakeholders

- [COPP](#)
- [COPA](#)
- [Issues and Advocacy Section](#)

Approved by Council: February 1991

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<https://www2.archivists.org/governance/handbook/section11/representatives/us-state-dept-advisory-cmte-on-historical-diplomatic-documentation>

Rep(s) to US State Dept Advisory Committee on Historical Diplomatic Documentation

Group Web Page:

<http://history.state.gov/about/hac>

The Advisory Committee consists of representatives of historical and other professional associations who advise the Office of the Historian of the U.S. Department of State on the preservation, processing, use, and publication of State Department records. The qualifications and method of selection and terms of service are specified by federal law.

II. Number and Length of Appointments

A single representative is appointed for a three-year term by the U.S. Secretary of State from a list of three candidates submitted by the SAA President.

III. Qualifications

A. Each member of the Committee must have a security clearance in order to review classified materials.

B. No officer or employee of the United States government may be a member of the Advisory Committee.

IV. Duties

A. Provide advice on the preparation of the *Foreign Relations* series published by the U.S. Department of State.

B. Advise on access to Department of State records.

C. Provide counsel on related archival concerns.

V. Reporting Procedures

The representative prepares an annual report to Council in accordance with established procedures and reports to Council when needed on other occasions.

VI. Meetings

The Committee meets at least four times per year in Washington, D.C. Members may review materials between meetings. All of the expenses of the representative are reimbursed paid by the U.S State Dept.

VII. Related SAA Bodies Stakeholders

A. Government Records Section

B. Reference, Access and Outreach Section

C. Congressional Papers Roundtable Section

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Approved by Council: January 1991

Section XIII: Working Groups

A. Purpose

- Working groups of the Council may be created by the Council as it determines a need for a standing body of experts in a particular issue area. Working groups differ from standing committees in that 1) they are populated with acknowledged experts in a given topic area and 2) their members may be reappointed indefinitely so that their expertise remains available to the Council. Working groups differ from task forces in that their charge is ongoing and not (necessarily) time-limited. Working Groups are advisory to the Council and may be created and disbanded by the Council as appropriate.
- Working groups are responsible for the following:
 - Responding in a timely fashion to requests from the Council for background information and recommendations on matters relating to the group's area of expertise.
 - Scanning the environment and tracking issues that may be of interest or concern to archivists, and recommending (either proactively or in response to a query from the Council) whether SAA should respond to an issue.
 - Preparing drafts (for Executive Committee or Council approval) of background or position papers, statements, and/or other documents relating to the group's issue(s) area.
 - Contributing to the education of SAA members and staff on the set of issues assigned to them.
 - Bringing to the Council's attention areas in which collaboration with other organizations may advance SAA's efforts related to the set of issues assigned to them.
- Working groups may have short-term and mid-term measurable tasks and assignments; they always have a long-term advisory role.

B. Membership

- Working groups are composed of acknowledged experts in the issue areas assigned to them. In recognition that the type of expertise needed on a working group may be in short supply, there is no set term length for participation; members serve at the pleasure of the SAA Council. Nonmembers of SAA may be appointed, based on their expertise.
- Working groups have no fixed size. The Council may adjust membership according to the availability of expertise and the group's anticipated workload. The vice president/president-elect, on behalf of the Council and with the recommendation of the working group, makes new appointments and terminates appointments, including those of the chair(s), as needed.

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3. Unlike other positions within SAA, there is no prohibition against a member of the Council serving on a working group. Sitting members of Council do not typically serve as chair of a working group unless a compelling reason exists for them to do so.
4. To encourage participation in the work of a working group by those who seek to gain expertise in that area, interns-early-career members may be appointed to working groups. Interns/Early-career members, who are appointed by the vice president/president-elect in consultation with the chair, serve as nonvoting members for a term of one year and are expected to attend the SAA Annual Meeting and assist in the work of the group throughout the year.
5. The process for the removal of a non-participating working group member is specified in the Policy for Removing a Non-Participating Member from a Council-Appointed Group.

Appointed Group.

C. Consultation and Reporting

1. Working groups work closely with their Council liaisons and the executive director/President/Vice President to ensure that they are responsive to the needs of the Council. In certain cases, when time is of the essence, working groups may communicate directly with the Executive Committee.
2. Working groups, like all SAA groups, are required to present/submit an annual report for review by the Council. The chair is responsible for coordinating the submission of an annual report, which must be filed with the SAA executive director/office within ninety days of the close of/after the Annual Meeting. Annual reports must use the Council Report Template/ Council Report Template. The annual report should be a brief summary of/summarize the working group's activities in/throughout the preceding year, provide a general idea of anticipated future activities, and may raise issues or questions about which the working group desires Council/for the Council's feedback.

D. Meetings and External Resources

1. Working groups usually meet online, typically meet in person at the Annual Meeting/once a month or however is described in their group charge. The chair prepares and distributes in advance an agenda for the meeting. Working-Online meetings can be conducted by the SAA Zoom account or by members' individual online platforms of their choice. SAA does not have a standardized centralized repository for working documents. Working Groups have access to their SAA Connect Library and can transfer records of enduring value to the SAA Archives.
- 1-2. If the group wishes to meet in person during the SAA Annual Meeting, working group chairs request space (on a timetable established and publicized by the executive director/SAA staff) for an -in-person meeting at the conference hotel, Expenses for the Working Group meeting (space, AV, and chairs, etc.) should be covered by SAA.

Individual travel and accommodations for which are lodging expenses usually will be the responsibility of working group members.

~~2.3.~~ ~~The standard expectation is that the a working group's work outside of the annual meeting will be done utilizing emails, conference calls (supported by the SAA office) and free tools. SAA support for inIn-person mid-year meetings of working groups is severely restricteddiscouraged~~ due to the limited availability of financial resources. Working group chairs should discuss requests for such funding with their Council liaison and the executive directorCEO.

~~3.4.~~ If a working group wishes to seek resources (whether cash or in kind) from any source outside SAA, Executive Committee approval must be obtained in every instance before approaching the source. Proposals should be routed through the executive directorCEO and Council liaison, with sufficient time for consideration by the Executive Committee, which will respond within thirty days.

Adopted by the Council: January 2012

Revised: July 2013

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