

**Society of American Archivists Foundation
Board of Directors Meeting
March 23, 2022
Virtual Meeting**

**Non-Board Member Positions on SAA Foundation Committees
(Prepared by Governance Manager Felicia Owens)**

BACKGROUND

Foundation Board members are asked each year to volunteer to serve on one or more committees of the Foundation. All Board members serve a one-year term in these roles and can renew their assignments indefinitely.

The Foundation Board automatically assigns the following roles to the officers:

- The President serves as chair of the [Grant Review Committee](#).
- The Vice President serves as chair of the [Development Committee](#).
- The Treasurer serves as chair of the [Finance Committee](#) and as a member of the [AWEF Review Committee](#) and the [NDRFA Grant Review Committee](#).
- The Executive Committee member serves as chair of the [Nominating Committee](#).

DISCUSSION

Given recent concerns expressed about the Board recruitment process, we encourage the Board to consider broadening engagement with the Foundation by inviting non-Board members to serve on Foundation committees as a means of broadening participation and ensuring engagement of new voices. This also creates a pipeline of individuals who are well-informed and potentially viable candidates for future Board service.

The following non-Board member positions currently exist:

- (1) position on the Grant Review Committee;
- (3) positions on the Development Committee; and
- (5) positions on the NDRFA Review Committee.

An excerpt from each committee description has been included below, specifying the committee selection, size, and length of term:

1. Development Committee

The Development Committee consists of eight members: the Foundation Board Vice-President (who serves

as the chair), the Executive Director, **three Board members** who are appointed by the Board President, and **three individuals who are not currently serving on the Board** and who are appointed by the Board President based on recommendations from Board members and others and subject to the approval of the Board. The six appointed members of the Committee serve for one-year renewable terms.

Committee members are selected on the basis of one or more of the following: fundraising experience, ties with the corporate community, expertise in obtaining grant funding, and/or expertise in outreach.

2. Finance Committee

The Finance Committee consists of five members: the Foundation Treasurer (who serves as chair), the Executive Director, the Finance/Administration Director, and **two Foundation Board members** elected by the Board in consultation with the current Finance Committee members to determine what expertise is needed. The two elected members of the Committee serve for one-year renewable terms. There are no term limits for the elected members as long as they continue to serve on the Foundation Board.

3. Grant Review Committee

The Grant Review Committee is an appointed body of the SAA Foundation Board. The Committee consists of the SAAF President (who serves as Chair) and **no fewer than three additional members, one of whom may be appointed from outside the Board**. Members of the Committee are appointed by the President no later than the close of the Board's annual meeting and subject to approval by the Board. The Executive Director serves *ex officio* with voice, but without vote.

4. Nominating Committee

The Nominating Committee is an appointed body of the SAA Foundation Board. The Committee consists of the SAAF Executive Committee member (who serves as Chair) and **two additional members of the Board**, selected by the Board no later than the close of the Board's annual meeting. The Executive Director serves *ex officio* with voice, but without vote.

5. Annual Meeting Award Committee

The Annual Meeting Award Committee is an appointed body of the SAA Foundation Board. The Committee consists of **three Class B members and one member of the SAA Council**. The SAA Council member may be one of the Foundation Board Class A members. If no Class A member volunteers to serve on the Committee, the SAA President shall appoint one Committee member from among the other Council members. Appointments are made at the board's annual meeting; appointments are for one-year terms beginning at the close of the annual meeting. The Executive Director serves *ex officio* on the committee.

Questions for Discussion

- How many non-Board member position should be established on each committee?
- Should non-Board member positions be limited to current members of SAA?
- What should the application process be for these non-Board member positions?
- Do the standing committee chairs participate in the discussion/selection of the non-Board members or is this responsibility of the Nominating Committee?