

**Society of American Archivists
Council Meeting
August 6, 2012
San Diego, California**

**SAA Representative to the Academy of Certified Archivists
(Prepared by: Scott Cline)**

BACKGROUND

In September 1991, SAA approved an addition to the Governance Manual related to appointment of a representative(s) to the Academy of Certified Archivists (ACA). Regarding appointment of the representative, the manual states:

II. Number and Length of Appointments

SAA is represented by the Executive Director *ex officio* on a continuing basis and by a Council member selected by Council for a two-year term.

The manual further states in regard to duties of the representatives:

III. Duties

- A. The Executive Director 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 interest; and on issues where coordination of efforts is desirable, such as the work of the nominating committees.

DISCUSSION

As part of the effort to serve its members, the archival profession, and users and creators of archival records, the SAA maintains formal communications with a wide variety of groups engaged in archival, library, research, and other educational work. This communication is facilitated by appointment of representatives from SAA to those groups.

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 kindred groups, and to keep abreast of developments in fields that are relevant to the archival community.

As noted above, Section XI of the Governance Manual stipulates that the representative to ACA shall be a Council member appointed for two years. However, anecdotal information indicates that the responsibilities and term of appointment of representatives—and, indeed, the appointment itself—have been inconsistent over time. As just one example, in August 2009, SAA Vice President Peter Gottlieb appointed Scott Cline to serve as representative to ACA. As of August 2012, I will have served for three years.

The following recommendation adds two conditions to the “Number and Length of Appointments” portion of Section XI related to the ACA representative.

First, it is recommended that the representative be selected from among the second-year class of SAA Council members. The reasoning is that this representative should have the intimate knowledge of SAA governance and Council procedures that is gained from a year’s experience on the Council and that is presumed in the statement of duties noted above.

Second, if possible, the appointed representative should be a Certified Archivist. The rationale for this derives from SAA’s Governance Manual, which states that “representatives are selected for their expertise in the matters and organizations at hand.” A Certified Archivist is more likely to be conversant with the mission and internal workings of ACA than is an archivist who does not have certification. There may be classes of Council members in which none of the three members is a CA. That is the reason for the qualifier “if possible.”

RECOMMENDATION

That the following changes to the Governance Manual, Section XI: Official Representatives and Coalitions, related to Representative(s) to the Academy of Certified Archivists (ACA), be adopted:

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

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

Official Charge:

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.

II. Number and Length of Appointments

A. SAA is represented by the 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 second-year Council members.

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

III. Duties

- A. The Executive Director 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 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 the Council in accordance with established procedures and reports to the Council when necessary throughout the year.

V. Meetings

The SAA Council member meets with ACA at the SAA Annual Meeting and at special meetings called by the ACA when appropriate. The executive director may also attend ACA meetings as appropriate.

VI. Related SAA Bodies

- A. Committee on Education
- B. Archival Educators Roundtable
- C. Standards Committee

Support Statement: SAA and ACA share a common interest in the strengthening of the archival profession, especially in the areas of education, standards, and professionalization. This revision is intended to ensure that the SAA representative to ACA has the requisite experience in SAA governance and the depth of knowledge of SAA policies to represent SAA's best interests in relations with ACA.

Impact on Strategic Priorities: There is no impact on SAA's strategic priorities.

Fiscal Impact: There is no fiscal impact, unless the SAA Council directs the representative to attend the mid-year ACA meeting, for which the cost would be approximately \$800 for travel, lodging, and per diem.