

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

**Proposed Guidelines Document for Use by Nominating Committee
(Prepared by Deborra Richardson and Tom Frusciano)**

BACKGROUND

At the Council's June 2012 meeting we raised several issues related to the ways in which the Nominating Committee vets and selects candidates for SAA office (see 0612-IV-J-Nomination Process). Our observations and questions stemmed from our roles as the two Council appointees to the 2011-2012 Nominating Committee.

“Responsibilities of SAA Elected Positions and Guidelines for Selection of Candidates” (Appendix) was developed based on existing policies, our own observations, and significant input from Council members in online discussions conducted in June and July 2012.

QUESTIONS FOR DISCUSSION

1. Do Council members have additional input into the document?
2. What are the next steps for this document? For example:
 - a. Should it be formally adopted by the Council and posted on the website with other guidelines, policies, and procedures?
 - b. Should it be forwarded to the Nominating Committee as a procedural document? Should it be posted on the Nominating Committee's microsite so that it is retrievable by potential candidates and nominators?
 - c. Should it be maintained (as either a formal or informal document) by the staff and forwarded with other information to the Nominating Committee each year?

Society of American Archivists

Responsibilities of SAA Elected Positions and Guidelines for Selection of Candidates

SAA's elected leaders make critical contributions to the Society's success. All positions require energy, talent, and the willingness and availability to perform whatever work is required, and each position carries particular responsibilities. Nominating Committee members should bear this in mind when identifying candidates for these positions and should share the following information with prospective candidates.

Below you will find a brief description of each position, followed by a contact name. These contacts are individuals who previously have held or currently hold the office, and they can give you a good idea of the specific responsibilities for each position. You may also wish to contact any member of the 2013 Nominating Committee for additional information about a position or for general information about the candidate selection process:

Erika Castano (Chair)	University of Arizona
John LeGloahec	National Archives and Records Administration
Sammie Morris	Purdue University Libraries
Dennis Meissner	Minnesota Historical Society
Kate Theimer	ArchivesNext

All SAA terms of office begin at the conclusion of the Annual Meeting that follows the election.

President

SAA's president serves a one-year term of office following a one-year term as vice president/president-elect.

As the chief presiding officer of SAA, the president must be available to perform the work of the Society as it develops. Tasks may include representing SAA to, or negotiating on behalf of SAA with, a variety of related regional, national, and international organizations (e.g., the Midwest Archives Conference, the Academy of Certified Archivists, the American Library Association, or the International Council on Archives). Although much of this work can be performed by phone, e-mail, or other electronic means, travel may be necessary to perform these tasks. The president should expect to be in close contact with the SAA executive director, the Council (via the Council discussion list), the Vice President, the SAA Executive Committee, and the SAA Foundation Board on a regular basis.

Responsibilities and Tasks: The president's responsibilities and tasks include the following:

- Direct and coordinate the affairs of the Society.
- Preside at all business meetings of the Society and of the Council.
- Perform such duties as may be directed by the Council.
- Serve as chair of the Executive Committee.
- Preside over the Council.
- Serve as a member of the Board of Directors of the Society of American Archivists Foundation. (In addition, the immediate past president of SAA serves on the Foundation Board.)
- Write a column for each issue of *Archival Outlook*, SAA's bimonthly newsletter.
- Speak and make presentations at the SAA Annual Meeting at which he/she takes office and the Annual Meeting at which he/she presides.
- As necessary, appoint chairs and members of SAA standing committees, boards, and task forces and appoint Council members to Council committees. Note: The bulk of the responsibility for appointments rests with the vice president/president-elect.

Time Commitment: The president's position generally involves a time commitment of 4 to 6 hours per week, at weekly and sometimes daily intervals. The time commitment may be considerably more at some points during the year (e.g., in preparation for and during Council meetings, at the Annual Meeting).

Suggested Prerequisites/Traits: Candidates for SAA president should have 1) considerable prior leadership experience in SAA; 2) demonstrated leadership and administrative abilities; and 3) the ability to communicate effectively in person and in writing.

2011-2012 President: Gregor Trinkaus-Randall, gregor.trinkaus-randall@state.ma.us

Vice President/President-Elect

SAA's vice president/president-elect serves a one-year term of office, followed by a one-year term as president.

The vice president/president elect remains in close contact with the SAA President, the SAA executive director, the SAA Executive Committee, the Council, and the SAA Foundation Board of Directors. Candidates for vice president/president-elect must be aware of issues that arise from SAA's component groups, task forces, and representatives.

Responsibilities and Tasks: The vice president/president-elect's responsibilities and tasks include the following:

- Perform the duties of the president in case the president is absent or incapacitated.
- In case of a vacancy in the presidency, assume that office and hold it for the remainder of the term.

- Serve as a member of the Executive Committee.
- Serve as a member of the Council.
- Serve as a member of the Board of Directors of the Society of American Archivists Foundation.
- Appoint the chair and members of the Appointments Committee that will assist the vice president/president-elect in the appointments process.
- Appoint the chair(s) and members of the Program Committee and Host Committee for the Annual Meeting over which he/she will preside.
- Appoint chairs and members of SAA committees, boards, and task forces and appoint Council members to Council committees.

Time Commitment: The workload is variable, often depending on tasks resulting from Council discussions and actions. **Note:** A major responsibility of the vice president, in conjunction with the Appointments Committee, is to fill the many vacancies on committees that occur annually as well as those resulting from creation of task forces or transitions on working groups. The number of vacancies can vary, but most recently has totaled between 50 and 60. Completion of this task may require a commitment of 4 to 6 hours per week, or perhaps more in March and April.

Suggested Prerequisites/Traits: Candidates for vice president/president-elect would benefit from prior service on the Council or in another SAA elected office. The individual should be proactive, energetic, and an effective communicator.

2011-2012 Vice President/President-Elect: Jackie Dooley, dooleyj@oclc.org

Treasurer

The treasurer serves a three-year term.

The treasurer is the financial officer of the Society and therefore is responsible for 1) assuring accurate and complete financial records; 2) preparing annual budgets in consultation with staff and making recommendations to the Council concerning budgetary issues; 3) monitoring SAA funds placed in various financial institutions; 4) preparing formal financial reports as appropriate and communicating financial information effectively to the Council and to the membership.

Responsibilities and Tasks: The treasurer's responsibilities and tasks include the following:

- Serve as the Chair of the SAA Finance Committee.
- Preside at meetings of the Council in the absence of the president and vice president.
- Prepare an annual treasurer's report for presentation at the annual business meeting.
- Recommend an annual budget to the Council in consultation with the Finance Committee and the executive director.
- Analyze all SAA financial statements.
- Report financial status, trends, and problems at each Council meeting.

- Consult with the Director of Finance and Administration to assure that an annual audit is performed.
- Consult with the Director of Finance and Administration and the Finance Committee to review the Society's investment portfolio and investment strategy.
- Analyze annual audit results and report conclusions to the Council.
- Review the Society's membership and dues structure and, in consultation with the Finance Committee, the Membership Committee, and the executive director, recommend changes.

Time Commitment: Although the office's workload is quite variable, it averages approximately 3 to 5 hours per month and can require extensive time commitment leading up to each Council meeting, especially the annual spring meeting focusing on the budget. See a detailed schedule below:

November – December: 5-10 hours to complete thorough mid-year budget review, meet via conference call(s) with Finance Committee and staff.

January: 6-10 hours to prepare Council meeting report(s) and review and comment on other reports.

April – May: During budget development process, 10 hours to complete thorough review of draft(s), meet via conference call(s) with Finance Committee and staff, review Roundtable audiovisual requests.

May: 6-10 hours to prepare Council meeting report(s) (including budget materials) and review and comment on other reports.

July – August: 6-10 hours to prepare Council meeting report(s), review and comment on other reports, prepare and present annual report to the membership.

Suggested Prerequisites/Traits: Candidates for treasurer would benefit from experience in managing or analyzing large budgets or accounting or investments experience.

2009-2012 Treasurer: Aimee Felker, afelker@finance.ucla.edu

Council

The Council is the elected governing body of the Society of American Archivists. Three Council members are elected annually for terms of three years.

Council members' most important responsibility is to govern the Society thoughtfully and with an eye to the future. Together with the Society's officers and the executive director, the Council is responsible for SAA's governance, management of its affairs, annual budget and program cycle review, and regulation of its procedures. The Council proposes, deliberates, reviews, and approves all SAA policies and procedures.

All Council members are assigned to serve as liaisons to various committees, working groups, sections, and roundtables. The second-year Council members serve as the review body for the Governance Manual. Of the three Council members entering their third year of service, one is elected by the nine Council members to serve as their representative on the Executive Committee and two are selected to complete the Nominating Committee. The Executive Committee member also serves as a member of the Board of Directors of the Society of American Archivists Foundation.

Members must be willing and able to attend all meetings of the SAA Council, including a winter meeting in January or February (funded by SAA), a spring meeting in May or June (funded by SAA), and two meetings during the SAA Annual Meeting (not funded by SAA).

Responsibilities and Tasks: Council members' responsibilities and tasks include the following:

- Establish policies for the Society.
- Vote on constitutional amendments proposed by membership petitions.
- Prepare for and participate actively in Council meetings and online discussions.
- Participate actively in developing, reviewing, and approving SAA's strategic priorities.
- Oversee the work of SAA's standing and ad hoc appointed groups.
- Serve as liaisons to the Society's component groups.
- Serve on the Governance Manual review group during their second year in office.
- Serve on either the Nominating Committee or the Executive Committee during their third year in office.

Time Commitment: Service on the Council takes time throughout the year. Council meetings occur in January/February, May/June, and at the Annual Meeting. Members should expect to spend a fair amount of time preparing for Council meetings (i.e., contacting liaison groups regarding agenda items, drafting or reviewing agenda items, reviewing all reports in advance of the meeting) in the month before. Between meetings, members will regularly spend time participating in timely discussion on the Council e-mail list and liaison groups' lists. Also, members may need to put forth extra effort to work on a special report or assignment. The time required will vary according to the tasks that must be completed. Members may expect to spend a minimum of two hours per week engaging in online discussions or working to complete Council tasks.

Suggested Prerequisites/Traits: Candidates for the SAA Council should have some prior experience with SAA issues and governance, such as could be gained through membership on a committee, task force, or working group or by serving as a section or roundtable leader.

2009-2012 Council Member: Scott Cline, scott.cline@seattle.gov

2010-2013 Council Member: Dennis Meissner, dennis.meissner@mnhs.org

2011-2014 Council Member: Bill Landis, pogonippy@gmail.com

Nominating Committee

SAA's Nominating Committee is composed of five members who serve for one year. Three members are elected each year by the membership. Additionally, two of the three Council members entering their third year of service are selected at the spring meeting of the Council to complete this committee. The person receiving the most votes in the election by the membership serves as the Committee chair.

Nominating Committee members are responsible for creating the slate of candidates from which SAA's elected leadership will be determined. Given this responsibility, it is preferred that candidates for the Nominating Committee 1) be at least broadly familiar with SAA and its membership; 2) have been active members for a number of years; and 3) have attended more than one SAA meeting.

Nominating Committee members must be completely conversant with the SAA Statement on Diversity and should use it as a basis to fulfill its charge: To present a slate of candidates that is fully representative of the diversity of archivists and archives among the Society's membership.

Responsibilities and Tasks: Nominating Committee members' responsibilities and tasks include the following:

- Select a slate of candidates to present for membership vote.
- Provide information about the slate of candidates for publication in *Archival Outlook* and on the SAA website.
- Draft questions for inclusion in the candidates' statements.
- Prepare a final report of election results for the August Council meeting and the Annual Membership Meeting.
- report the election results at the annual business meeting.

Time Commitment. Although the Committee's workload is quite variable, it averages approximately 1 to 2 hours per week and can require an extensive time commitment during the weeks leading up to the SAA Annual Meeting (July/August), at the Annual Meeting (August), and again in the late Fall when the slate must be presented.

Suggested Prerequisites/Traits. Candidates would benefit from having served within SAA component groups (sections, roundtables, committees, etc.) and thus being exposed to SAA members, events, processes, and procedures. In addition experience within a regional archival group may assist the Committee in identifying potential candidates who have gained leadership experience outside of SAA.

2011-2012 Nominating Committee Chair: Adriana Cuervo, acuervo@illinois.edu