

**Society of American Archivists  
Council Meeting  
August 12 – 13, 2013  
New Orleans, Louisiana**

**Criteria for Selection of Academy of Certified Archivists/  
SAA Representative to the International Council on Archives  
(Prepared by Nancy Beaumont)**

**BACKGROUND<sup>1</sup>**

As recorded in the minutes of the June 2012 Council meeting:

**IV.F. SAA/ACA Representation to International Council on Archives**

The Council discussed SAA's commitment to having a seat on the International Council on Archives Section of Professional Associations (ICA/SPA) Steering Committee and the mechanics of such an endeavor, including frequency of meeting attendance, funding, reporting, and the process of selecting a representative. The Council acknowledged the Academy of Certified Archivists' continuing commitment to joint representation, confirmed SAA's commitment, and, given Council approval of the interim representative (Trinkaus-Randall) and of the funding source for 2013 attendance, determined to resolve outstanding questions on implementation following Trinkaus-Randall's report on the fall 2012 ICA/SPA meeting. All Council members agreed that the representative should be a member of both ACA and SAA and that SAA would work with ACA in the coming year to formalize the criteria and process for choosing a representative.

Gregor Trinkaus-Randall's report following the August 2012 ICA/SPA meeting in Brisbane, as well as accompanying documents, were forwarded to the Council on September 20 and 24, 2012, and were included in the "External Representatives" reports at 0113-V-U.

For additional background about SAA's representative to ICA/SPA, see 0612-IV-F.

See also Agenda Item 0813-1-III-C-1-ICAMember.

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<sup>1</sup> Note: The first three paragraphs of this Background and all but the last paragraph of the Discussion were presented originally at the January 2013 Council meeting as Agenda Item 0113-II-B-ICARep. The Council did not take up this action item because it wished to proceed through the strategic planning process to determine the extent to which international involvement would be included in the Strategic Plan. In addition, the Council asked to be briefed by SAA's long-standing representative to ICA, Trudy Huskamp Peterson, to gain a better understanding of ICA's role and SAA's history within the organization. Peterson briefed the Council via conference call on July 17, 2013.

## DISCUSSION

ACA President Laura McLemore and I have had several telephone and email conversations on various matters related to sharing a representative to the International Council on Archives and its Section on Professional Associations, including criteria for selecting an individual. An early conversation yielded the following list of criteria for selection of a representative:

- 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 must have served as a member of the 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).
- The individual must be available and able to travel to up to two international meetings per year.
- The individual must have demonstrated support (i.e., professional leave time) from his or her home institution.

In addition, we recommend that the following requirements be stated in any official documentation of the role of the representative:

- The individual must submit a written report to ACA and SAA within 30 days of attending an ICA meeting.
- The individual must submit a written annual report to both ACA and SAA not later than December 15 for inclusion on the agendas of both organizations at their governing bodies' winter meetings.

Per a January 3, 2013, email message from Laura:

I've solicited input from the ACA board of regents and we've agreed that... ACA will assume 50% of the expense. We would like further to stipulate that the representative keep track of any conversations and discussions going on that relate to topics in which ACA would be interested and keep us informed in addition to a full reporting from a meeting. The draft competency model is an obvious issue that this representative needs to keep track of. Another area would be testing and test construction. In addition to submitting reports, the representative should forward any newsletter to ACA leadership from the section. Trudy was also involved in the Human Rights group, so she would forward that newsletter when she finished it.

During the Council's July 2013 conference call with Peterson, she reiterated the importance of having a representative who is knowledgeable about both ACA and SAA (preferably having

served in a leadership position within one or both organizations), who has a great interest in and sensitivity to international archival issues, and who has institutional approval from his/her employer to travel to up to two meetings per year.

**Question for the Council:** Are there other, SAA-specific, requirements that should be included in the description of this representative's position?

## **RECOMMENDATION**

**THAT the following criteria be applied to selection of the Academy of Certified Archivists/Society of American Archivists representative to the International Council on Archives and its Section on Professional Associations:**

- **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 must have served as a member of the ACA Board of Regents or the SAA Council.**
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- **The individual must be available and able to travel to up to two international meetings per year.**
- **The individual must have demonstrated support (i.e., professional leave time) from his or her home institution.**

**Support Statement:** Given the importance of representation at the international level, it is appropriate that the selection criteria for this position include extensive experience and a broad understanding of the archival issues of interest and importance to both sponsoring organizations.

**Impact on Strategic Goals:** Supports Goal 3 – Advancing the Field: Professional knowledge expands to keep pace with an increasingly diverse archival record, Strategy 3.3. – Participate actively in relevant partnerships and collaborations to enhance professional knowledge.

**Fiscal Impact:** Although appointment of a representative to ICA carries with it the potential for travel costs for attending ICA meetings (shared at 50% with the ACA), adoption of selection criteria has no fiscal impact.