# Society of American Archivists Foundation
# Board of Directors Meeting
# August 15, 2018
# Washington, DC

## Foundation Committee Assignments, 2018-2019
### (Prepared by Felicia Owens)

**BACKGROUND**

The Foundation Board decided at its November 2017 meeting that committee assignments would be determined at the Board's summer meeting, to coincide with member turnover and the election of officers.

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

- The President serves as a member 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 NDRFA Grant Review Committee.

- The Executive Committee member serves as chair of the Foundation Nominating Committee.

**DISCUSSION**

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.

For the 2018-2019 term, Board members are needed for the following committees: Development Committee, Finance Committee, Grant Review Committee, and Nominating 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.

## 5. 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.

A draft motion has been prepared for convenience:

**MOTION**

**THAT X, Y, and Z be appointed to serve a one-year term on the SAA Foundation Development Committee; and**

**THAT X and Y be appointed to serve a one-year term on the SAA Foundation Finance Committee; and**

**THAT X, Y, (and Z) be appointed to serve a one-year term on the SAA Foundation Grant Review Committee: and**

**THAT X and Y be appointed to serve a one-year term on the SAA Foundation Nominating Committee.**

**Support Statement:** These Board members are well qualified to serve in these important capacities for the term August 2018 to August 2019.

**Fiscal Impact:** None.