

**Society of American Archivists Foundation  
Board of Directors Meeting  
August 10, 2021  
Virtual Meeting**

**Foundation Committee Assignments, 2021-2022  
(Prepared by Governance Manager 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 election of officers.

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](#). In 2020, the Treasurer also agreed to serve on the Archival Workers Emergency Fund Review Committee, along with another Board appointee.
- The Executive Committee member serves as chair of the [Foundation Nominating Committee](#).
- Three Class B members serve on the [Annual Meeting Award 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 2021-2022 term, Board members are needed for the following committees: Development Committee, Finance Committee, Grant Review Committee, Nominating Committee, Annual Meeting Award Committee, and AWEF 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.

## 6. AWEF Review Committee

The committee comprises a chair and no fewer than four and no more than six additional members, including the Foundation Board Treasurer. The committee will include members who currently are or formerly were employed in contingent archival positions. The members shall be appointed by the SAA Foundation Vice President. If the initial program is extended, staggered two-year terms will be implemented.

**Staff Note:** Given concerns expressed about the Board recruitment process in Discussion Item 0820-III-B-BoardRecruit and the Report of the Nominating Committee at 0820-IV-G-NomComm, we encourage the Board to consider broadening engagement with the Foundation by inviting non-Board members to serve on Foundation committees, much as the SAA Membership Committee invites non-Committee members to serve on its Career Development, Key Contacts, and Mentoring subcommittees 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 Board service. (Note that the Grant Review Committee description allows for one non-Board member to be appointed to this group.)

A draft motion has been prepared for convenience.

### [DRAFT 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;**

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

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

**THAT X be appointed to serve on the SAA Foundation AWEF Review Committee.**

**Support Statement:** These Board members are well qualified to serve in these important capacities for the term August 2021 to August 2022.

**Fiscal Impact:** None.