

**Society of American Archivists Foundation
Board of Directors Meeting
September 14, 2022
Virtual Meeting**

**Foundation Committee Assignments, 2022-2023
(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](#).

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 2022-2023 term, Board members are needed for the following committees: Development Committee, Finance Committee, Grant Review Committee, Nominating Committee, Annual Meeting Award Committee, and Governance Committee (if approved, see agenda item II.B.).

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.

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, Y, and Z be appointed to serve on the SAA Foundation Governance Committee.

Support Statement: These Board members are well qualified to serve in these important capacities for the term September 2022 to August 2023.

Fiscal Impact: None.