

**Society of American Archivists
Council Meeting
November 14–16, 2016
Chicago, Illinois**

**Revise Description of Appointments Committee
(Prepared by SAA Governance Coordinator Felicia Owens)**

BACKGROUND / DISCUSSION

The Appointments Committee description was last revised in June 1998. During the 2015 appointments cycle, the Appointments Committee noted to SAA staff that a number of the details and procedures outlined in their description were no longer relevant or accurate. Staff did a thorough review of the description to update language and procedures to reflect current practices in the appointments process.

RECOMMENDATION

THAT the following revision to the SAA Appointments Committee description be adopted (*strikethrough* = *deletion*, *underline* = *addition*):

**Society of American Archivists
Appointments Committee**

I. Purpose

The Appointments Committee assists the vice-president/president-elect with the appointment process by identifying a pool of potential candidates for appointed positions to committees, boards, and task forces, and to official SAA representatives positions. The Committee uses the ~~provides a means to expand the pool of potential candidates by providing a mechanism for volunteer~~ self-nomination form, for those members who wish to be considered for appointments, and ~~consulting~~ consults with current appointed group chairs for possible candidates. The Committee surveys the overall list of current and potential appointments to achieve quality, balance, and diversity of appointees both overall and within each unit. At the same time, the Committee maintains an openness to appointing new people, especially through the intern program.

II. Committee Selection, Size, and Length of Term

The Committee consists of three to six members (including the chair) appointed by the newly elected SAA Vice President prior to the Annual Meeting at which s/he takes office. The Committee chair and members serve for one year to assist in the appointment process. ~~The chair from the previous year serves as an ex-officio member.~~ Membership should reflect the diverse groups represented within SAA.

III. Reporting Procedures

The committee chair prepares a list, ~~After consulting the list of volunteers and leaders' recommendations, the Committee prepares a list of possible candidates for each committee, task force, board, or representative position to enable assist the Vice President to select in selecting nominees for the various these posts. The vice president is responsible for contacting nominees to confirm acceptance of the appointment. The chair consults with the vice president as s/he works through the list, extending offers of appointment to these individuals. After the vice president receives the acceptances, the chair prepares a final list of committee members for presentation at the first Council meeting at the Annual Meeting.~~

IV. Duties and Responsibilities

The Appointments Committee is responsible for the following:

- ~~Requesting~~ Encouraging self-nominations by members and attendees at the Annual Meeting to give members a chance to express interest in serving on a committee, task force, or board or as a representative.
- Preparing announcements for *Archival Outlook* and ~~possibly other newsletters, as well as the archives list serve SAA list serves or other electronic channels, other SAA media~~ to encourage SAA members to submit their names for consideration for ~~committees~~ appointed groups on which they are interested in serving.
- ~~When necessary, canvassing~~ reviewing recommendations from current chairs, representatives, councilors, officers, and sections, and roundtables for suggestions in conjunction with self-nominations.
- Preparing recommendations for appointments to be forwarded to the Vice President.
- ~~Following the Annual Meeting at which the chair completes his/her service, he/she will transfer files as appropriate to the next year's chair and the SAA Archives.~~
- The Appointments Committee chair will remain available to serve in an advisory role to the President to assist with filling vacancies or appointing new groups that arise during the President's term.

Approved by the SAA Council: June 1998. Revised: November 2016.

Support Statement: These revisions reflect the current practices and procedures for the SAA appointments process, which will clarify the expectations and duties for all Appointments Committee members going forward.

Impact on Strategic Priorities: These revisions will help in achieving all aspects of Goal 4: Meeting Members' Needs.

Fiscal Impact: None.