

**Society of American Archivists Foundation
Board of Directors Meeting
November 2 – 3, 2023
Chicago, IL (Hybrid)**

**Communication Subcommittee: Discontinue Committee
(Prepared by: Astoria Edwards, Foundation Assistant Director)**

BACKGROUND

This proposal seeks to disband the Communication Subcommittee of the Development Committee, which was originally established in November 2020. The purpose of the Communications Subcommittee was to collaborate with the Development Committee and staff to coordinate and streamline internal and external communications of the SAA Foundation Board. This coordination aimed to achieve two primary goals: 1) increase understanding of how the Foundation functions and serves the profession and the Society of American Archivists (SAA), and 2) support the Foundation's development efforts.

Reasons for Disbandment:

1. **Elimination of Redundancy:** The duties previously assigned to the Communications Subcommittee, such as managing internal and external communications, public relations, and disseminating information related to the Foundation's activities, are now integrated into the role of the Assistant Director of the SAA Foundation. This consolidation has eliminated redundancies, leading to more efficient operations.
2. **Enhanced Efficiency:** Centralizing communication and development efforts under the Assistant Director of Foundation and the Development Committee has enhanced our overall efficiency. It allows for a more agile and coordinated approach to our mission and goals.
3. **Streamlined Decision-Making:** Consolidating these functions will streamline decision-making processes and improve coordination between communication and development efforts. This will allow for quicker responses to emerging needs and opportunities.

RECOMMENDATION(S)

That the SAA Foundation Board disband the Communications Subcommittee.

Support Statement: Disbanding the Communications Subcommittee will allow us to allocate our resources more effectively, eliminate any potential conflicts or overlaps in responsibilities, and focus on our core mission more efficiently.

Impact on Strategic Priorities: Disbanding the Communication Subcommittee aligns with Goal 2.1. Clarify and enhance SAA Foundation’s branding and identity and Goal 2.2. Diversity and expand SAA Foundation’s donor community and funding streams.

Fiscal Impact: No fiscal impact