

**Society of American Archivists  
Leadership Orientation and Forum  
Wednesday, July 26, 2017  
Oregon Convention Center, A106  
10:15 AM – 11:45 AM**

**I. Introductions**

Council Members Courtney Chartier, Erin Lawrimore, Bertram Lyons

**II. Governance & Leader Resources**

Felicia Owens, SAA Governance Coordinator ([fowens@archivists.org](mailto:fowens@archivists.org))

Governance Manual

<https://www2.archivists.org/governance/handbook>

Leader Resources

<https://www2.archivists.org/governance/leaderresources>

**III. Review of Current Strategic Plan**

2014-2018 SAA Strategic Plan (handout)

<https://www2.archivists.org/governance/strategic-plan>

**IV. SAA Groups and the Strategic Plan**

Archivists and Archives of Color Section

Records Management Section

Women Archivists Section

**V. Group Activity!**

***Keep the Conversation Going – Grab lunch with your fellow SAA leaders after this meeting!***

## Important Dates and Deadlines (2017–2018)

*Following are some key deadlines to keep in mind as you plan your group's work for the coming year:*

- September 1, 2017**      **Annual Reports and Roster Updates**  
The outgoing Chair submits the group's annual report via Survey Monkey at <https://www.surveymonkey.com/r/7S86HLW>.
- October 2017**      **Agenda Items for Fall Council Meeting**  
Submit to your Council liaison any recommendations you may have for Council action or discussion at the November 2017 meeting (schedule TBD).
- March 1, 2018**      **Section Annual Meeting Details**  
Send your group meeting details for inclusion in the 2018 Joint Annual Meeting schedule via Survey Monkey (*link forthcoming*).
- March 1, 2018**      **FY 2019 Funding Requests**  
Deadline for submitting to your Council liaison any funding requests for consideration as part of the draft FY 2019 budget (July 1, 2018 – June 30, 2019).
- April 2018**      **Agenda Items for Spring Council Meeting**  
Submit to your Council liaison any recommendations you may have for Council action or discussion at the spring meeting.
- May 15, 2018**      **Call for Nominations for Section Elections**  
Deadline to issue calls for nominations for section elections.
- June 1, 2018**      **Ballot Information**  
Sections submit basic ballot information to Felicia Owens at [fowens@archivists.org](mailto:fowens@archivists.org). Supplementary ballot information should be posted to your group's microsite at this time.
- June 26, 2018**      **Agenda Items for Washington, D.C., Council Meetings**  
Submit to your Council liaison any recommendations you may have for Council action or discussion at the August 13 or August 18 Council meetings.
- July 1-7, 2018**      **Ballots Open for Section Elections**  
SAA staff facilitates online elections. Eligible members are sent unique links to the ballots via Survey Monkey. Ballots remain open for two weeks. Within a week of the ballot closing, staff notifies section leaders of the results (interpretation of results, notifications, and reporting is the responsibility of the group leaders). Group leaders notify staff, via their annual reports, of the new roster by September 1.
- September 1, 2018**      **Annual Reports and Roster Updates**  
The outgoing Chair submits the section's annual report via Survey Monkey (*link forthcoming*). Include section and roundtable election results.