Contents

Archivists of Religious Collections Section – Steering Committee Manual ........................................... 3

Steering Committee Positions and Term Durations ................................................................................. 3

Deadlines .................................................................................................................................................. 3

  Pre-conference ...................................................................................................................................... 3
  Post-conference .................................................................................................................................. 3
  Archival Spirit Newsletter ...................................................................................................................... 3

Calendar Highlights .................................................................................................................................. 4

Duties .......................................................................................................................................................... 5

  Ex-Officio Chair .................................................................................................................................... 5
  Chair .................................................................................................................................................... 5
  Vice-Chair/Nominations Chair ................................................................................................................ 5
  Secretary ............................................................................................................................................... 5

  Members at Large ................................................................................................................................. 6
  Newsletter Editor ..................................................................................................................................... 6
  Microsite Coordinator ............................................................................................................................ 6

Special Elections ...................................................................................................................................... 6

Models and Resources Committee ........................................................................................................ 6

  Purpose ................................................................................................................................................... 6
  Objectives .............................................................................................................................................. 6
  Description of Responsibilities ............................................................................................................... 7

Archives .................................................................................................................................................... 7

Sample Call for Nominations .................................................................................................................. 8

Section Report .......................................................................................................................................... 8

Elections Guide ......................................................................................................................................... 8
Archivists of Religious Collections Section – Steering Committee Manual

Steering Committee Positions and Term Durations

1. Three members at large – each serves for two years. Eligible for re-election.
2. Secretary – serves for two years. Eligible for re-election.
3. Vice Chair – serves for one year and then becomes Chair for one year.
4. Chair – serves for one year and then becomes Ex-Officio Chair for one year.

Deadlines

Pre-conference

- Send out call for nominations for Sister M. Claude Lane Memorial Award – nominations due by February 28.
- Send notice of Section meeting date, time, and place to SAA Council liaison.
- Organize Annual General Meeting program and prepare agenda with Vice-Chair.
- Send brief description of Section Annual General Meeting program to SAA for inclusion in pre-conference program.
- Send announcement regarding Annual General Meeting to Microsite Coordinator by July 28.
- Invite member of Sister M. Claude Lane Award committee to attend Annual General Meeting.

Post-conference

- Work with Secretary to review minutes after Annual General Meeting.
- Send updated leadership report to SAA and Microsite Coordinator within 14 days of annual conference.
- Send revised Bylaws from Annual General Meeting to SAA.
- Send annual report to SAA and to Microsite Coordinator for posting to microsite by December 1.

Archival Spirit Newsletter

- The newsletter is published three times per year: October (Fall), February (Winter), and June/July (Summer). The editor will send out calls for in advance to ensure the newsletter is published during these months.
- Include notice of any proposed Bylaw changes in the spring issue.
- Include Annual General Meeting minutes in the fall issue.
Calendar Highlights

**APRIL 1** – Book Annual General Meeting with SAA.
**APRIL** – Send Annual General Meeting announcement to Microsite Coordinator.

**MAY** – Call for nominations – post call on SAA Discussion forums and microsite.
**MAY** – Post previous year’s Annual General Meeting minutes on SAA ARCS Discussion Board.
**MAY** – Send Section report to SAA.

**JUNE 1** – Send biographies or nominees for Steering Committee to SAA and Microsite Coordinator.
**JUNE 1** – Post names of nominees on microsite.
**JUNE** – Hold elections for vacant Steering Committee positions.

**JULY** – Hold Annual General Meeting.

**AUGUST** – Send leadership information to SAA and Microsite Coordinator.
**AUGUST** – Send Annual General Meeting minutes to Newsletter Editor.
**AUGUST** – Send annual report to SAA Executive Director and Microsite Coordinator.
Duties

Ex-Officio Chair
- Attend all Steering Committee meetings.
- Advise and mentor the incoming Chair.
- Be present at the Annual General Meeting and introduce new Chair.

Chair
- Carry out pre-conference tasks.
- Carry out post-conference tasks.
- Prepare letter for each newsletter and submit to Newsletter Editor.
- Prepare short Section report for SAA for May.
- Prepare agenda and chair meetings of Steering Committee periodically throughout year.
- Work with Vice-Chair to prepare Annual General Meeting agenda.
- When term ends, send Section records to new Chair and archives to University of Wisconsin-Milwaukee.

Vice-Chair/Nominations Chair
- Send out call for Steering Committee nominations – request name, affiliation, bio, and statement of interest,
- Submit candidate biographies to Newsletter Editor and Microsite Coordinator.
- Send ballot information (listing of offices, number of vacancies, names of candidates, links to candidate statements) to SAA at least eight weeks prior to Annual General Meeting.
- SAA will conduct the election in July and provide results to the Vice-Chair.
- Assist Chair with organizing Annual General Meeting program and preparing agenda.
- Send thank you notes to Annual General Meeting presenters and out-going Steering Committee members.

Secretary
- Prepare minutes for all Steering Committee meetings and for Annual General Meeting.
- Revise minutes after review by Chair and Steering Committee members.
- Send approved Annual General Meeting minutes to Newsletter Editor by August 15.
- Post previous year’s Annual General Meeting minutes on SAA ARCS discussion board at least three weeks prior to Annual General Meeting.
- Post all Steering Committee minutes on SAA ARCS Steering Committee discussion board.
Members at Large
- Duties assigned by Chair. These could include assisting with Annual General Meeting planning, serving on the Sister M. Claude Lane Awards committee, or serving on the Models and Resources Committee.

Newsletter Editor
- Post announcement on SAA ARCS discussion forum soliciting articles for fall, winter, and spring newsletters.
- Acknowledge receipt of submissions and prepare newsletter, sending to Microsite Coordinator for posting on microsite.

Microsite Coordinator
- Work with Steering Committee and Models and Resources Committee to update and add information to the microsite.
- Post candidate information for Steering Committee election to microsite (biographies, photos, statements) at least six weeks prior to Annual General Meeting.
- Include list of Steering Committee members after the Annual General Meeting.
- Revise Section Directory after Annual General Meeting.
- Post newsletters on microsite.
- Post announcements and reports for Annual General Meeting at least three weeks in advance.
- Work with Models and Resources Committee Chair to post links to Lunch and Learn/Archival Chat sessions and resources.

Special Elections
Should a member of the Steering Committee leave their position before their term ends, a Special Election must be held. Whoever is elected holds the new position for the duration of a normal term, i.e., one-year for Chair or Vice-Chair, and two years for Secretary or Member at Large.

Models and Resources Committee

Purpose
The purpose of the Models and Resources Committee is to provide information to section members on all aspects of archival work relating to the administration of religious collections.

Objectives
- To recommend standards and guidelines to archivists of religious collections so that they may improve the quality of their collections.
- To provide samples of policies, forms, publications, manuals, and finding aids for religious collections to section members.

- To identify and provide information on resources pertinent to religious archives.

**Description of Responsibilities**

- Chair of Models and Resources Committee to attend annual ARCS steering committee meeting

- Chair to prepare and give report at annual ARCS general meeting

- Chair to participate in general business matters of the steering committee, including discussions on meeting agendas and session proposals.

- Committee to develop models and resources on archival practice for membership reference to post on the website and share with ARCS members at annual meeting

- Committee to periodically update Resources section of website with new resources and make sure links are still active.

**Archives**

At the end of the term, the Chair should go through records, electronic and paper. Forward pertinent records to the new Chair. Send archives to:

University of Wisconsin – Milwaukee
UWM Libraries
Archives
P. O. Box 604
Milwaukee, Wisconsin 53201-0604
Sample Call for Nominations

CALL FOR NOMINATIONS – SAA ARCS

If interested, please submit the following by (GIVE DATE) to (GIVE NAME OF ARCS CHAIR AND EMAIL):

- Candidate name
- Job title and institution
- Bio and candidate statement (1-2 paragraphs) describing your background and motivations for serving.

We have (GIVE NUMBER OF) open positions to fill:

Vice-Chair/Nominations Chair

- Send out call for Steering Committee nominations – request name, affiliation, bio, and statement of interest.
- Submit candidate biographies to Newsletter Editor and Microsite Coordinator.
- Send ballot information (listing of offices, number of vacancies, names of candidates, links to candidate statements) to SAA at least eight weeks prior to Annual General Meeting.
- SAA will conduct the election in July and provide results to the Vice-Chair.
- Assist Chair with organizing Annual General Meeting program and preparing agenda.
- Send thank you notes to Annual General Meeting presenters and out-going Steering Committee members.

Members at Large

- Duties assigned by Chair. These could include assisting with Annual General Meeting planning, serving on the Sister M. Claude Lane Awards committee, or serving on the Models and Resources Committee.

Section Report
Find form for Section Report here: [https://www2.archivists.org/governance/leaderresources/report-forms](https://www2.archivists.org/governance/leaderresources/report-forms)

Elections Guide
Find election information here: [https://www2.archivists.org/governance/leaderresources/section-election-guide](https://www2.archivists.org/governance/leaderresources/section-election-guide)
Revisions:

08/31/10 gc
05/05/09 gc
11/01/07 lzg
08/12/01 mjd
23/02/28 mgk
23/03/24 mgk
23/03/30 ba/mgk
23/05/10 mgk
23/11/29 mgk
24/03/14 mgk