

**ARCHIVISTS OF RELIGIOUS COLLECTIONS  
SECTION STEERING COMMITTEE MANUAL**



**Archivists of  
Religious Collections  
Section**

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# 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>

## Elections Guide

Find election information here: <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