**Architectural Records Roundtable Steering Committee Mission Statement**

**Created by the Steering Committee and Co-Chairs**

**August 2014**

The mission of the Architectural Records Roundtable Steering Committee is to support the Co-Chairs in leading and providing strategic direction for the Roundtable. The Steering Committee’s responsibilities include:

* Advise and assist the Co-Chairs regarding policy formulation, study/discussion groups, temporary committees and task forces, and goal-oriented projects.
* Provide feedback on the proposed agenda for the Roundtable’s annual meeting.
* Share information with Roundtable members.
* Collaborate with the Co-Chairs to develop and solicit Annual Meeting session proposals.
* Liaise with other groups with related interests.
* Attend annual steering committee planning meetings virtually or in-person at the SAA Annual Meeting.
* Conduct an annual review of resource relevance on the ARR website and any auxiliary websites.

The most senior Steering Committee member is responsible for organizing meetings of the Steering Committee.