

**Society of American Archivists
Leadership Orientation and Forum
Wednesday, August 15, 2018
Virginia AB—Marriott Wardman Park
10:15 AM – 11:45 AM**

I. Introductions

Council Members Audra Yun, Brenda Gunn, and Steven Booth
Felicia Owens, SAA Governance Manager (fowens@archivists.org)

II. Leader Resources

Leader Resources

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

Governance Manual

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

SAA Strategic Plan

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

III. Lightning Talks

Committee on Public Policy
Oral History Section
Tragedy Response Initiative Task Force

IV. Table Discussions

Revitalizing Your Group | Succession Planning | Cultivating Leadership
| Proposing Advocacy Statements | Dream Big & Make It Happen |
Council Proposals/Budget Requests | Planning Joint Meetings
| Engaging Your Members | Pop-Up Topics

V. Group Debrief

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

Important Dates and Deadlines (2018–2019)

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

- September 1, 2018** **Annual Reports and Roster Updates**
The outgoing Chair submits the group's annual report via Survey Monkey at <https://www.surveymonkey.com/r/3Y87MXN>.
- October 2018** **Agenda Items for Fall Council Meeting**
Submit to your Council liaison any recommendations you may have for Council action or discussion at the November 2018 meeting (schedule TBD).
- December 1, 2018** **SAA Foundation Grants: Letter of Inquiry Due**
Applicants should submit a letter of inquiry to determine if their project meets the SAA Foundation's guidelines and funding priorities. Learn more at: <https://bit.ly/2JYa2MY>.
- March 1, 2019** **Section Annual Meeting Details**
Send your group meeting details for inclusion in the 2019 SAA Annual Meeting schedule via Survey Monkey (*link forthcoming*).
- March 1, 2019** **FY 2020 Funding Requests**
Deadline for submitting to your Council liaison any funding requests for consideration as part of the draft FY 2020 budget (July 1, 2019 – June 30, 2020).
- April 2019** **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 1, 2019** **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. Supplementary ballot information should be posted to your group's microsite at this time.
- June 17-21, 2019** **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. Group leaders notify staff of the new roster by September 1.
- June 2019** **Agenda Items for Austin Council Meetings**
Submit to your Council liaison any recommendations you may have for Council action or discussion at the July 29 or August 3 Council meetings.
- September 1, 2019** **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.