Key Contact Subcommittee 2017 Annual Report

Submitted by co-chairs Michelle Sweetser and Tommy Brown

*Program Summary*

The Key Contact Subcommittee is a unit of the Society of American Archivists Membership Committee. It is comprised of 2 co-chairs and 11 District Representatives overseeing geographic regions covering the United States and international countries. The Representatives work with 68 appointed Key Contacts to reach out to SAA’s membership in greeting and welcoming new members, promoting the value of SAA’s services, and periodically offering information on various archival resources.

*Activities in 2016-2017*

* Revamped Key Contacts section of the SAA website:
  + Renamed files, and reorganized sections, headers, etc.,
  + Made all files public (not behind login) for better discoverability
  + Uploaded missing content
* Drafted a new Co-Chairs manual to facilitate smooth transition from year to year and to reflect timelines and work that need to be done.
* Reviewed membership on email distribution lists and worked with SAA to ensure that distribution lists were up-to-date and include current active volunteers.
* Contacted 1,093 individuals (members with a join date of July 1, 2016-June 30, 2017).

*Current Vacancies*A Key Contact is needed for each of the following states:

* Connecticut
* Kentucky

*Business for 2017-2018*

* Now that educational resources are more discoverable online and are updated to reflect current practice, solicit feedback from KCs and DRs in the fall to determine whether the website and the resources available there are meeting their needs. If gaps are identified, work to fill the need with additional educational resources.
* Regularly communicate with all KCs and DRs using standardized tools.