Key Contact Subcommittee 2015-2016 Annual Report

Submitted by co-chairs Claire Jenkins and Michelle Sweetser

*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.

*Key Contact Meeting at the 2016 SAA Annual Meeting*

The Key Contact Subcommittee met on August 3, 2016 in Atlanta, Georgia. Co-chairs Claire Jenkins and Michelle Sweetser led the meeting. Michelle Sweetser joined Claire Jenkins as co-chair in August 2015. From August 2015 to August 2016, 230 new SAA members were contacted; 17 volunteers became Key Contacts to fill vacancies due to resignation, relocation, or term expiration. Claire reported on accomplishments since August 2015 the Roster Map Revision Update, the goal of which was to align the districts to regional archival groups, thereby making it easier to find Key Contacts replacements and make connections between KCs and new members. The majority of the research had been done the previous year, while the implementation of the new district alignment was done during 2015-2016. Claire also led the discussion of this past year’s Key Contacts Working Group, which was charged with researching the purpose and effectiveness of the Key Contacts program. This working group developed a survey of both Key Contacts and District Representatives to assist in assessing the program. The surveys were distributed via email on **April 1** with a deadline of April 8, 2016**.** Thirty-five Key Contacts and eight District Representatives responded. The conclusion of this working group’s research is that the Key Contacts program should proceed as it exists but with a few specific improvements based on what the sub-committee thinks is best for the program.

*Current Vacancies*

A Key Contact is needed for each of the following districts:

* Key Contract (District 6 – South Carolina)
* Key Contact (District 7 – Arkansas)
* Key Contact (District 11 – Canada, AB, BC, MB, SK)

*Current Activities and Future Plans*

The remainder of the meeting was a discussion of the Key Contacts Working Group’s recommendations based on its research.

Future plans include the following:

* Follow up from the Key Contacts Working Group’s Research:
  + Retain the Key Contacts group as part of the Membership Committee with consideration for the below suggested solutions, particularly in the areas of communication and engagement mechanisms.
  + Create opportunities for KCs to be more engaged and to develop more robust activities for the KC program.
  + Provide more focused training to all KCs using standardized tools.