

**SAA Membership Committee Annual Report, 2010**  
*Submitted by Adriana P. Cuervo, Chair, Membership Committee*

**1. Annual Meeting: Washington, DC**

During the annual meeting, the Membership Committee sponsored breakfasts for new members and the Key Contacts, a mentor/mentee coffee break, and the Career Center.

The Membership Committee met August 10, 2010 with ten members attending, in addition to a number of ex-officio members and other guests being present. During the committee meeting, reports were submitted for the SAA Office, the Diversity Committee, the Key Contact Program, the Navigator Program, the Mentoring Program, and the Career Center. The Committee also further discussed the reports received from the Task Force on Mentoring and the Task Force on Career Development.

The Membership Committee set the following goals for 2010-2011:

- The Mentoring Program will be overseen and coordinated by a Mentoring Subcommittee and start planning for a more streamlined self-matching process
- Developing a membership survey for SAA members in conjunction with the Diversity Committee
- Examine the nature of Institutional Membership primary contacts' benefits and how this affects primary contacts ability to run for elected office and become Fellows of the Society. This should also inform a broader discussion on what Institutional Membership should be in the future.

**1. Institutional Membership Recommendation**

The Membership Committee met via conference call to discuss what changes and/or constitutional amendments may be required to reconcile the apparent inconsistency identified by the Committee to Select SAA Fellows in its February 2010 report to the Council – namely, that primary contacts have the right to stand for election to SAA offices yet they are not eligible for nomination as Fellows. The committee issued a recommendation to rescind these benefits due the fact that primary contacts are representing their institution's interests and not their personal interests. Discussions are still ongoing about the impact of this recommendation on the future of institutional membership. Furthermore, the committee plans to conduct a survey of institutional members in order to gather information about the benefits obtained and perception of value of this type of membership to inform future discussions on this topic. For more information on this item, please see agenda and discussion items submitted to the SAA Council on January 6, 2011.

## **2. Mentoring (Teresa Yoder and Lisa Carter)**

As of December 31, 2010, there were a total of 58 protégés and 60 mentor volunteers active in the program. Of these, 5 protégés are waiting to be matched, having applied for the program in the last two weeks of December. At this time, protégés are matched with mentors generally within two weeks of application. Efforts on the part of the Subcommittee between August 2009 and December 2010, included:

- Reviewed the lists of protégés and mentors to identify individuals in current active matches or awaiting match.
- Articulated the benefits and expectations of both mentors and protégés on the SAA website.
- Further developed applications for both mentors and protégés which include a 250-word statement on the individuals' background, interests, and group affiliations. Protégés are asked what they are looking for in a mentor while mentors are asked what they can offer.
- Managed the mentoring program as a benefit of membership; due to an application process facilitated somewhat automatically by the website, the applications are available through a members-only page.
- Collected biographical and professional information from mentors and protégés that have allowed the 5 member subcommittee to make over 50 effective matches.
- Created documentation to guide subcommittee workflow.
- Created a spreadsheet to manage matching duty schedule.

The Mentoring Program Subcommittee will continue the work of matching mentors and protégés and soliciting more mentors (planned solicitation for mid-January). In addition, we will continue to address recommended additional changes submitted by the Task Force on Mentoring in 2009:

- Further expand SAA Mentoring website to include additional online resources and links
- Develop training for both mentors; possible joint workshop for mentors and mentees
- Add a checkbox to the membership form, indicating interest in serving as a Mentor

Additionally, the Subcommittee feels that its work could be facilitated with enhanced tools and will make recommendations on improved workflow and tools by August 2011.

## **3. Career Center (Renna Tuten)**

The Career Center was open for 33 hours during the 2010 SAA Annual Meeting. The times of service were on Wednesday, August 11 (12:00 PM to 5:00 PM), Thursday, August 12 and Friday, August 13 (7:00 AM to 5:00 PM), and Saturday, August 14 (7:00 AM to 3:00 PM).

The Career Center was located in the atrium of the conference hotel as a part of the new "Networking Cafe" initiative. The location provided both an open space for attendees to

browse as well as smaller areas in which persons looking for advice could engage in conversation with Career Center volunteers. There were 31 volunteers for 37 one-hour shifts. Two people staffed the table during the busiest times of the conference, namely during lunch.

For the 2011 annual meeting the opening time should possibly be advanced to 7:30 or 8:00 AM Because of the low numbers during the 7AM to 8AM time slot. Not having the Career Center on Saturday morning should also be considered due to the low number of users on Saturday as well as the fact that everything else in the Networking Café was packed or in the process of being packed. Clearer instructions should be given next year regarding who to count as a visitor and who to not count. Due to the Career Center's inclusion in the Networking Café (as opposed to being by itself during previous year), exposure to attendees and traffic increased. If at all possible, it should continue to be a part of the Networking Café in the future.

#### **4. Key Contact Program (Rachel Vagts)**

The Key Contact Program consists of 12 geographic districts, with each district represented by a District Representative. The Representatives work with appointed Key Contacts to reach out to SAA's membership, mainly greet new members and welcome them to the organization, and contact lapsed members to remind them to renew their membership before it is canceled. The growth in our membership numbers is the result of the hard work of our Key Contacts, and according to Brian Doyle's latest calculations, membership dues are \$13,000 over budget this year. Since the Annual meeting, 63 Key Contacts have reached out to both new and lapsed members. The majority of non-renewals noted budgetary issues and the cost of dues as being a primary factor for their non-renewing of membership.

#### **Conclusion**

The greatest accomplishment of the committee in 2010 is reflected on the increase of SAA's membership. The Key Contact program has provided a vital line of support to both new and lapsing members, which in turn helps the committee abreast of the different issues that affect SAA members. Even though the effects of the economic downturn of 2009 were still lingering we were able to have an all-time high membership for the year. In the near future the committee will focus its time on revisiting the institutional membership category, as well as continuing with the initiatives set forth in Washington in conjunction with the Diversity Committee, as well as continuing to fine-tune the mentoring program to enhance the experience for mentors and protégés.