

# ARCHIVIST OF RELIGIOUS COLLECTIONS SECTION STEERING COMMITTEE MANUAL

## ACTION AND REMINDER LIST

### **September (post-conference)**

- Chair works with Secretary to read and verify minutes for the Section meeting before publishing them in the Newsletter. Minutes are due to the newsletter editor by October 15.
- Chair sends all leadership changes and other new information to Web Coordinator

### **First Two Weeks Post-Conference**

- Chair sends updated leadership information about Section officers to Executive Director, SAA within 14 days of the annual conference. Also provide Website Editor with updated list and contact information and notify Listserv coordinator.
- Chair stays aware of those finalizing conference session proposals that were developed at the section meeting. Or, assigns individuals to develop proposals, or, is involved in development of proposals. Submit proposals by SAA's deadline.
- Chair endorses appropriate program proposals as requested from other Sections or Roundtables.
- Chair sends thank you notes to participants in Section program, sessions sponsored by the section, out going steering committee members, reception host and assistants, others as needed.
- If necessary, send revised Bylaws from the recent annual meeting to SAA Executive Director

### **October**

- October 1, if necessary, Newsletter Editor sends out email to members requesting articles for the Fall Newsletter
- October 15, Editor sends out last call for Fall Newsletter, if needed.
- October 25, Letter from the Chair due to the Newsletter Editor for proof and forwards it to Web Editor by October 30. Web Editor posts it, makes all final changes, and notifies Newsletter Editor that the Fall Newsletter issue is closed.
- Chair may send broadcast email to ARCS members encouraging them to nominate colleagues for the Claude M. Lane Award. Nominations are due to the Awards Committee on February 28.

### **November**

- November 1, Chair invites members to view the newsletter and asks members to begin thinking of next issue for their news.
- Chair sends completed annual report to SAA Executive Director within 90 days after the annual meeting. It is due December 1. Send a copy to Newsletter Editor for ARCS website posting.

- Chair begins lining up a site for the Section reception. The date, place and time must be confirmed in time for February deadline for inclusion in the pre-conference program

#### **December**

- December 1, the Section's annual report and Section meeting minutes are due to be sent to the SAA Executive Director by the Chair.
- Chair begins work with vice-chair on the next year's Section meeting program. Line up speakers as necessary.

#### **January**

- By the end of the month, Chair finalizes location, date and time for the section reception at the annual conference.

#### **February/March**

- February 1, Newsletter Editor sends out call for articles.
- By mid-month, Chair submits a brief description of the Section's meeting and program to SAA for inclusion in the pre-conference program. The description is usually limited to 50 words. A call for this material will be sent by the SAA Executive Director. Submit material to Executive Director or their designee. This may be required as early as Feb 15.
- At the same time, Chair sends information for Steering Committee meeting and Section Reception (date, place and time) for inclusion in the pre-conference program. Submit material to Executive Director or their designee.
- February 15, newsletter editor issues last call for articles.
- February 25, Letter from the Chair is due and sent to Newsletter Editor or Web Editor for posting. Web Editor notifies that the newsletter on the website and winter issue is completed and closed.
- March 1, Chair notifies members that winter newsletter is on the web and asks members to begin thinking of next issue for their news.
- Nominations for Claude M. Lane Award due

#### **April/May**

- Nominations are completed for the election to be held at the annual meeting. Biographical information is sent to the *Archival Spirit* editor for inclusion in the newsletter published prior to the annual meeting.

#### **May/June**

- May 1, Newsletter Editor sends out call for articles.
- Chair finalizes annual meeting program with Vice Chair
- Chair checks with reception host if anything is needed
- May 15, last call for articles for spring issue of newsletter. This issue of the newsletter should probably contain advance notification as required for any Bylaw changes.
- May 25, letter from the Chair is due to the newsletter editor for review with forward to Website Editor for posting. By May 31, the Spring newsletter is closed. Chair sends memo to members that spring newsletter is posted after receiving confirmation from the Newsletter Editor that all work is complete.
- June 1, Chair notifies members that winter newsletter is on the web and asks members to begin thinking of next issue for their news.

## **July**

- By July 1, Chair issues a call for reports and announcements to be sent to the Web Coordinator for posting 21 days before the annual meeting.
- Chair sets time for the pre-Section Steering Committee meeting (if one will be held) and the Steering Committee meeting (usually immediately after the Section meeting or during lunch hour of Section meeting day) and secures a room(s) from SAA
- The Chair sends notice of the Section meeting time to SAA Council liaison who should be in contact with Chair regarding any issues that need to go to Council
- Chair together with Vice-Chair, prepares and circulates draft Section meeting agenda to the Steering Committee members and solicits input
- Chair should be in contact with Sister M. Claude Lane Award Chair to secure an appearance from a Committee member. (In the past, this has been the Section liaison to the Lane Award committee.)
- Chair solicits Steering Committee Meeting agenda items from steering committee members
- If a pre-Section Steering Committee meeting will be held, Chair solicits input and prepares and circulates a draft agenda to the Steering Committee members
- Chair assists reception host as needed
- July 28, all pre-meeting announcements regarding agenda, reception and program materials must be sent to the Website Editor for posting.

## **August**

- Chair prepares and circulates the final Section and Steering Committee meeting agendas to the Steering Committee.
- Chair assists reception host as needed
- Chair refers members to the website for information on the reception, committee reports and other information relevant to the annual meeting.

## **ARCS Action and Reminder List: Annual Meeting Preparations**

### **Annual Section Meeting**

1. Chair brings to the Section meeting:
  - Agenda
  - Chair's Detailed Agenda
  - Attendance/Participation Sheet
  - Directory Update Forms
  - Annual member's survey, bring box of pencils/pens
  - Section Bylaws
  - Any related materials to distribute to the section members
2. Chair brings to the Steering Committee meeting[s]
  - Agenda and any related materials
3. Nominating Committee Chair (Past Section Chair) brings to the Section meeting
  - Results of online election held through SAA

4. Secretary brings to the Section meeting
  - Previous year's Minutes
5. Committee Chairs bring to the Section meeting
  - Committee reports
  - Any related materials
6. Committee Chairs bring to the SC meeting
  - Any related materials
7. Reports due from Editor and Web Coordinator

## **CHAIR'S RESPONSIBILITIES**

### **General Assignments**

- Keep in contact with Newsletter Editor to be sure deadlines are being met (traditionally published online for –November, March, and June).
- Prepare Chair's letter for the newsletter prior to publication dates.
- A short Section Report on Activities is sometimes requested by SAA in May
- Keep in touch with Web Coordinator for each newsletter to check on updates
- Be in contact with committee heads and project leaders throughout the year and at least mid-year to stimulate progress
- Nominations Chair readies Candidate Profiles for newsletter before annual meeting
- Stay in regular contact with the Vice-Chair re. program and awareness of issues
- Communicate with Section membership through SAA hosted listserv
- If desired and as needed, have Steering Committee conference calls for section business. Coordinate and prepare agenda.

### **End of Two-year Term**

After step down, go through records, electronic and paper. Forward pertinent records to the new Chair. Send Archives to:

University of Wisconsin—Milwaukee  
UWM Libraries  
Archives  
P.O. Box 604  
Milwaukee, Wisconsin 53201-0604

You will receive a letter acknowledging receipt of the archives.

## **VICE- CHAIR'S RESPONSIBILITIES**

### **January**

- By the end of the month, have a Section program organized. Send description to the Chair for inclusion in the pre-conference program

### **May**

- Finalize annual meeting program with Chair

## **July**

- Work with Chair who will circulate draft Section meeting agenda to the Steering Committee members and solicit input
- Mid-July Have draft agenda ready for review by Co-chair and other steering committee members depending on the need.

## **STEERING COMMITTEE**

### **Secretary**

September/October - Ready the minutes of the Annual Meeting and/or the Steering Committee Meeting and send to Chair. Revise the minutes as needed and forward to the Steering Committee for their approval. After a week, not more than two, notify the Committee that the minutes are approved. Revise the minutes as needed and send a copy of the final revision to the Chair.

October 15 – Deadline to send approved Annual Meeting minutes to the Newsletter Editor.

August Bring copies of previous year's minutes to the annual meeting

### **Representative at Large**

Duties as assigned by the Chair. As of 8/29/2008, one representative has been charged to line up virtual tours for submission to the newsletters.

### **Newsletter Editor**

There are three online issues of the newsletter: Fall November 1, Winter March 1, and Spring June 1. The deadline for receiving articles is the 15<sup>th</sup> of the preceding month -- October 15 for the fall issue, February 15 for the Winter issue, and May 15 for the Spring issue. This gives the Editor time to copy edit the articles, obtain photos if necessary, and solicit articles if necessary. At the beginning of the preceding month, an email is sent to the listserv soliciting articles. Announcements just prior to the Conference in the summer will appear on the website as needed.

When articles are received by the editor, acknowledgment of receipt is made to the sender. The editor then reads all newsletter articles for submission to the Web Editor in a simple text format (in Word \*.doc, \*.rtf or \*.odt) essentially 2 weeks before close of publication. The editor creates a standard heading, copy edits the content, identified the writer, names files and logically relates the photos to the pertinent article as attachments, names and logically identifies captions, and sends each article to the Website Editor for coding and posting.

Shortly after the Annual Business meeting, the Chair or a designee will send to the Newsletter Editor names from the member survey of persons interested in contributing to the newsletter. Editor will email those persons encouraging them to submit articles.

### **Website Editor**

The Website Editor is responsible for working with the various officers and Steering Committee to update and expand the information available on the Section website.

Annual updates are due as follows:

1. New contact information on offices and Committee members.
2. Revise Section Directory with data solicited from annual meeting participants.
3. Newsletter articles from the Editor (three times a year: Nov 1, Mar. 1, June 1)
4. Annual review of the Resources links to keep them fresh and up to date.
5. Annual meeting announcements and reports are due 21 days before the meeting in order to be posted and read by membership.

The Website Editor will report on activities and observations at the time of the Section's Annual Meeting.

Shortly after the Annual Business meeting, the Chair or a designee will send to the Website Editor names from the member survey of persons interested in helping with the website.

### **Electronic List Manager**

There are two lists of importance. The first is the [arcs@forums.archivists.org](mailto:arcs@forums.archivists.org) list. This is managed by SAA and everyone who joins the Section is automatically a member. Members will receive emails from ARCS and SAA leadership. But if members wish to communicate on the list they must go into their SAA profile and change their email configuration from NOMAIL to MAIL.

The other list is [arcs-leaders@yahogroups.com](mailto:arcs-leaders@yahogroups.com) is a list designed for the steering committee. Members will need to create a yahoo profile and then either request to join arcs-leaders or have the list manager initiate an invitation.

## **Committees**

### **Nominations Chair**

Bring election results, provided by SAA, to the Annual Meeting.

Shortly after the Annual Business meeting, the Chair or a designee will send to the Nominations Chair names from the member survey of persons interested in serving.

In April/May, nominations are completed for the election to be held at the annual meeting. Biographical information and pictures are sent to the newsletter editor for inclusion in the newsletter published prior to the annual meeting.

SAA requests names of nominees 10 weeks prior to the Annual Membership Meeting (late May/early June)

Nominations Chair sends basic ballot information (introductory message to voters, listing of offices, number of vacancies, names of candidates and links to candidates' statements) no later than 8 weeks prior to the annual meeting. (around mid-June)

If desired, Nominations can post candidate information to the section website (using Drupal). Postings can include biographies, photos, and statements. Posting should occur at least six weeks prior to the Annual Meeting (around late June).

SAA will conduct the election in July. Results will be provided to Nominations. The results will be announced to the members at the Annual Meeting.

### **Models and Resources Committee**

**Purpose:** The purpose of the Models and Resources Committee is to provide information to section members on all aspects of archival work relating to the administration of religious collections.

#### **Objectives:**

- To recommend standards and guidelines to archivists of religious collections so that they may improve the quality of their collections.
- To provide samples of policies, forms, publications, manuals, and finding aids for religious collections to section members.
- To identify and provide information on resources pertinent to religious archives.

#### **Description of Responsibilities:**

- Attend annual ARCS steering committee meeting
- Prepare and give report at annual ARCS general meeting
- Participate in general business matters of the steering committee, including discussions on meeting agendas and session proposals.
- Develop models and resources on archival practice for membership reference to post on the website and share with ARCS members at annual meeting
- Periodically update Resources section of website with new resources and make sure links are still active.

### **Claude M. Lane Award**

**Purpose and Criteria for Selection:** Created in 1974, this award recognizes individuals who have made a significant contribution to the field of religious archives. Criteria include:

- Involvement and work in the Religious Archives Section of SAA.
- Contributions to archival literature that relates to religious archives.
- Participation and leadership in religious archives organizations.
- Evidence of leadership in a specific religious archives.

**Eligibility:** Individual archivists only.

**Sponsor and Funding:** The Society of American Archivists, in conjunction with the Society of Southwest Archivists, in honor of Sister M. Claude Lane, the first professionally trained archivist at the Catholic Archives of Texas in Austin, who served there from 1960 until her death in 1974.

**Prize:** A certificate awarded by SAA and a cash prize provided by the Society of Southwest Archivists.

**Selection Committee:** The subcommittee is composed of four members of the Society of American Archivists, at least one of whom is also a member of the Society of Southwest Archivists (SSA). In addition, one of the co-chairs of the SAA Awards Committee serves *ex officio* on the subcommittee. The SAA President-elect shall appoint one member of the subcommittee each year for a term of three years after having solicited nominations from the President of the SSA as well as from the Awards Committee co-chairs. The senior member of the subcommittee in years of service shall serve as its chair. The SSA representative will present the award during the Awards Ceremony at the Annual Meeting of the Society of American Archivists.

**Application Deadline:** All nominations shall be submitted to the Awards Committee by February 28 (or other date as announced) of each year.

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