

Committee Manual and Recommendations

Background: As a result of the 2010 SCAA Strategic Plan, the 2011 Executive Board appointed an ad-hoc By-Laws Committee for recommendations on the creation and governance of committees to address identified deficiencies within SCAA operations and to foster growth. The By-Laws Committee consists of Ashley Till, Brian Fahey, and Dennis Taylor. The creation of the following committees is recommended: 1) Educational Programs Committee; 2) Outreach /Advocacy/Mentoring Committee; 3) Membership Committee; 4) Communication Committee; and 5) Finance Committee. The following recommendations for these committees constitute a practical and well-balanced approach to increasing member participation, transparency in governance, guidelines for preserving SCAA's past, and sustaining a strong organization as we grow. These recommendations are within SCAA's means, both financially and organizationally, we simply need participation from our members. The committee goals, compositions, terms of service, and duties are outlined below. In addition to the specific committee recommendations, the by-laws committee developed a **General Committees Manual**. This manual was designed to serve as standard guidelines in governing SCAA committees.

General Committees Manual

The **General Committees Manual** defines particulars for the committees, assigns responsibility, and gives a measure of accountability. However it also allows flexibility in these guidelines. Any change only requires a cursory approval of the SCAA Executive Board to ensure that it is still in compliance with the original mission and guidelines set by the board when it originally created the committee. It is also recommended by this committee that the current General Committees Manual is reviewed after the newly established committees have been in place for at least one year and that, after procedure is refined and better established, some general elements of the manual be codified in the Association's By-Laws no later than 2015. The resulting manual is to be based on the input of the people who actually have to complete the tasks and fulfill the committee mission. These revisions to the General Committees Manual are then to be presented to the SCAA 2013 Board for any revisions/ approval by the Executive Board to make certain they comply with stated committee purpose and guidelines.

1) All reports are to be submitted to the Executive Board by the Committee Chair. Current status reports on committees will be given at each regular Executive Board meeting. The Executive Board will ensure the committees comply with their Board-designated purpose and guidelines.

2) A committee member, either elected or appointed, is expected to discharge the duties of the office. Willful non-performance of duties carries the possibility of a reprimand by the Executive Board, and, if warranted, termination of committee service. A member who is unable to complete a term of service shall notify the President in writing as soon as possible of the intent to end service. The President shall appoint a replacement to complete the term.

3) Committees are to provide at least two update reports annually to the SCAA Executive Board, including an annual report in advance of the fall annual meeting. The SCAA Executive Board shall use the reports to mark progress on goals set in 2010 Strategic Plan and to ensure committees compliance with stated goals and guidelines. The Board will evaluate the committee's progress and effectiveness, making changes to the charge as needed. The committee chairs are responsible for ensuring that minutes or reports of committee meetings

are prepared. Copies of minutes or reports should be distributed to the SCAA Executive Board for information. Chairs also are responsible for maintaining the committees' official records and for transferring them to the succeeding chairs or SCAA's archives at the completion of his or her terms. Chairs are responsible for preparing the annual report to the Board. That report should include the group's current activity report, three-year plan, and budget proposals (if any).

4) Committee members realistically must be committed to two to three years of SCAA involvement.

Recommendations:

A. Educational Programs Committee:

Goals

Develop an education program committee that addresses the planning of annual meetings, annual workshops, and continuing education opportunities. Develop a revised, long term planning process, including a hands-on Spring Workshop and multi-session educational and business meeting for the Fall Program. Possible goals are SAA workshops, continuing education credit workshops to attract a diverse audience such as certified archivists and records managers; coordination and collaboration with other similar state organizations to avoid duplication; and improve SCAA program offerings and provide joint sponsorship opportunities.

Composition

SCAA Directors should serve as co-chairs and the number of committee members is to be determined by the co-chairs.

Terms of service

The Educational Programs Committee co-chairs shall each serve for the terms of their office. Terms of other committee members shall be determined by the Executive Board.

Duties of the Co-Chairs and Educational Programs Committee

Co-Chairs are to prioritize and delegate tasks to committee members to meet the above goals.

B. Outreach/Advocacy/Mentoring/Student Committee:

Goal

The committee serves an advisory role with its products intended to benefit the larger archival community and users of repositories to serve as an source of open and timely communication within SCAA and beyond and consider SCAA as the central clearing house for archival information.

Composition

Outreach Liaison, Advocacy Liaison, Mentoring Liaison, Publicity Liaison, SAA Liaison, Government liaison, Student Liaison

Terms of service

The Outreach/Advocacy/Mentoring chair shall serve a term of two years. Terms of other committee members shall be determined by the Executive Board.

Duties of the Chair(s) and Outreach/Advocacy/Mentoring Committee

Outreach Liaison: Develop ongoing communication and dissemination plan using the SCAA website (including calendar), Face book, the SCAA listserv, LinkedIn, Twitter and/or other appropriate tools other communication mediums that allows the committee to share information while also allowing others to provide feedback and share information with the committee, the Executive Board, and SCAA members.

Advocacy Liaison: Advocate and promote SCAA thru American Archives Month (October) with the SC Department of Archives and History.

Mentoring Liaison: Ideally this position would be filled by the USC MLIS Program Intern Liaison. Designed to facilitate communication and to cultivate career development between archival generations, bring together members with expertise in subjects and members who want to build their knowledge within those subject areas. Advocate and promote that every SCAA member is eligible to participate as a mentor or mentee- students, educators, working archivists, records managers, and retirees. Keep updated list of internships available in the state, region, and nationally.

Student Liaison: Promote and advocate SCAA to peers, student organizations and publications, attend SCAA annual meetings for networking, serve as a SCAA representative, and share student concerns, opportunities, etc.

C. Membership Committee

Goals

The goal of the Membership Committee shall be to sustain and increase the membership of the organization.

Composition

The Membership Officer chairs the Membership Committee. The size of the committee shall be determined by the Executive Board in consultation with the Membership Officer.

Terms of service

The Membership Officer shall serve a term of two years. Terms of other committee members shall be determined by the Executive Board.

Duties of the Chair(s) and Membership Committee

1. Recommend to the Executive Board membership benchmarks as well as methods and dates for achieving these benchmarks.
2. Actively solicit new members at all events of the Association, at events of related organizations, and among constituencies having similar missions and purposes. Inform these constituencies of the activities of the Association.
3. Recommend to the Executive Board benefits to offer members.

4. Maintain an up-to-date membership roster. The Committee shall make this roster available to members of the Association at each annual meeting and to officers of the Executive Board upon request.

5. Oversee the collection of membership dues.

a. In coordination with the Treasurer, initiate the collection of dues from members once each calendar year. Dues are payable at the annual meeting and take effect January 1.

b. After the annual meeting, and before January 1, the Membership Committee shall, after consultation with the Treasurer, issue a reminder to members with outstanding dues that the deadline for payment of dues is January 31. Dues not received by February 1 will void membership.

c. Voided membership may be reinstated by payment of dues; however, for members to receive discounted registration fees for the spring workshop and annual meeting, dues must be paid [before members are notified of these events] OR [not less than thirty days before these events].

Alternatively:

c. Voided membership may be reinstated by payment of dues. Individuals will receive discounted registration fees for the spring workshop and the annual meeting if their dues are paid at the time of registration for these events.

6. Report the activities of the Membership Committee at each annual meeting of the Association and at each regular meeting of the Executive Board. These reports will become part of the archives of the Association.

7. Good communication is essential between the Membership Officer and other SCAA officers, especially the Treasurer and the Communications Committee, on many issues related to membership.

8. Assess the status of “institutional/corporate memberships” for recommendations to the Board on viable options.

D. Communication Committee:

Goals

Update and archive SCAA website; appoint social/professional networking sites administrator; appoint listserv administrator; focus on branding SCAA logo, opening and sustaining lines of communication; advocating SCAA and disseminating organization information in multiple formats.

Composition

The SCAA newsletter editor and webmaster serve as co-chairs, plus at least three additional members. The by-laws committee recommends appointing a technology-oriented member to assist the webmaster and an archivist to archive electronic documents and oversee the maintenance and historical retention of all Web 2.0 components used by SCAA.

Publicity Liaison: Develop promotional policies and assess the needs of the organization to develop public relations strategies that will influence public opinion or promote ideas, products, and services.

SAA Liaison- Compile and update bibliography and/or literature review including conference presentations as well as links to websites and other appropriate resources for and from archives and archivists; disseminate relevant SAA information among SCAA members.

Government liaison – Write letter templates in support of State budget items for the Archives and history related programs; disseminate state and federal archival related information; contact with Legislators for support of local history; collaborate directly with the SAA Liaison, keep abreast of current data regarding [Preserving the American Historical Record \(PAHR\)](#) to share among SCAA members.

Terms of service

Chairs shall serve a term of two years. Terms of other committee members shall be determined by the Executive Board.

Duties of the Chair(s) and Communication Committee

Co-chairs are to prioritize goals and delegate tasks to meet the goals above.

E. Finances Committee:

Goals

The committee shall submit an annual budget for Executive Board approval in accordance with the Association's by-laws. It shall also review and report to the Executive Board an annual financial report that includes an in-house audit of income and expenditures.

Composition

The Finance Committee shall consist of the Treasurer as chair, the Senior Director, and at least two at-large members chosen by the chair.

Terms of service

The Finance Chair shall serve a term of two years. Terms of other committee members shall be determined by the Executive Board.

Duties of the Finance Officer and Committee

Collaborate with vendors for programming; Consult a financial advisor for review of budget and provide best practices for SCAA budget; streamline Hart endowment funds and application process. Advise committees on any available funds when requested.

Implement recommended procedures below for the Darrick L. Hart Endowment Fund:

The Hart Scholarship Committee The committee is composed of a chair, appointed by the president, and at least two current SCAA members who are not on the Executive Board. The committee oversees the recruitment, selection and administration of the awards process. Specifically it performs the following functions.

1. Updates the standard information for SCAA scholarship(s) which is to be published in each issue of the Society's newsletter, posted on the SCAA website and other social media outlets. The information should include the current amount of funds available for disbursement, indicate how to apply, and provide the address to which applications should be submitted. The By Laws

Committee recommends implementing an online application process.

2. Prepares application form for scholarship and forwards it to the SCAA Website Editor for posting on the SCAA website. The Chair also sends applications to interested individuals who request them.
3. Verifies with the Membership Officer that each scholarship applicant is a current member in active standing in the Association.
4. The Chair distributes copies of the submitted applications to the members of the Committee for evaluation and confers with them regarding the means by which they will arrive at their decision. Committee members review the applications and select the recipient.
5. The Chair notifies the Executive Board as soon as a selection is made.
6. The Chair notifies the selected applicant of the award and of any requirements expected of the recipients.
7. Determine bi-annual deadlines for applications as well as a feasible timeframe for announcing award recipients.
8. Develop *specific* guidelines on eligibility of the award.
9. Streamline the process of communication between applicants, the scholarship committee, Executive Board, recipient notifications, etc.
10. Determine the standard format for notifying award winners. Recipients of the awards will be announced in all available SCAA media outlets (SCAAzette, SCAA webpage, SCAA listserv, Face book, Twitter, etc.).