3-1
Committees

General Description

Special Committees are ad hoc committees or task force groups established by the Board to perform a specific task for a limited time. They are described briefly in Bylaws VI.4.

Standing Committees are those committees that provide essential services to the society. Permanent committees are established by the Bylaws or by the Board for whatever purpose is deemed necessary to help in the work of the society. Standing Committees and their selection are described in Bylaws VI.1-2 (See also the current version of *The Standard Code of Parliamentary Procedure* by Sturgis).

The Standing Committees and means of appointment of their chairs are:

1. Advocacy and Public Policy (appointed by President)
2. Awards (appointed by President)
3. Communications and Outreach Committee (appointment by President)
4. Development (appointed by President)
5. Education (appointed by President)
    4.a. Vice Chair for Online Education (appointed by Committee Chair, approved by President)
6. Election (appointed by President)
7. Ethics and Inclusion (appointed by President)
8. Finance and Investment (SCA Treasurer)
9. Local Arrangements (appointed by President)
10. Membership (SCA Membership Director)
    10.a. Vice Chair for Member Activities (appointed by Membership Director, approved by President)
11. Nominating (SCA Immediate Past-President)
12. Program (SCA Vice-President/President-Elect)
13. Publications (appointed by President)
14. Site Selection (appointed by President)
15. Western Archives Institute Joint Management (appointed by California State Archives)

Chairs and members of all committees shall be SCA members. In most cases committee members are appointed or reappointed by the chair. Annually, chairs should confirm the continuing interest of committee members to serve. Annually, the President assigns a Board liaison to each committee. Committee composition is outlined in Bylaws VI.2.

Hereafter, in the handbook, the term chair shall also refer to co-chairs when applicable. Incoming committee chairs should familiarize themselves with the SCA Handbook. Outgoing chairs or board liaisons should provide at minimum to incoming chairs a copy of the outgoing chair's quarterly and annual reports and the previous year's committee budget.

Responsibilities

Responsibilities that apply to all standing committees are described here. Those pertaining to specific committees are described in that Committee's description in the Handbook.

1. The Committee chair is responsible for making Handbook change recommendations to the Board.

2. All committee chairs report directly to the President, although the President may delegate to a Board member the role of liaison between a committee and the Board.

3. Each committee chair prepares a formal report to the Board prior to each Board meeting (use Quarterly Report Format, section 3-1-1 of the Handbook). Usually the report is submitted to the President about two weeks before the scheduled Board meeting.

4. SCA's fiscal year is January 1- December 31. In preparation for the Board's fall budget meeting, chairs provide a proposed budget to the Treasurer (see Handbook 2- 5-2 for budget categories). Committee Chairs and members are reimbursed for budgeted expenses incurred in the course of performing committee tasks. These include costs incurred for such activities as photocopying, mailing, and phone calls. SEE ALSO: Reimbursement Policy, Handbook section 2-5-8.

5. All committee chairs present an oral report of committee activity at the Annual Business Meeting during the Annual General Meeting. Chairs unable to attend shall designate a representative to make this report in their absence.

6. Committee chairs send non-current records to the Society's archives at the end of their term of service. SEE ALSO Records Retention Schedule, Handbook section 1- 8-4 and SCA Archives: Finding Aid, Handbook section 1-8-6.

Tenure of Appointed Standing Committee Chairs

Appointed committee chairs will serve for three years. Within that three-year period, committee chairs and/or co-chairs will be reappointed annually by the President at the beginning of their term, with Board approval. On notifying committee chairs of their appointment or reappointment, the President shall inform them of the remaining length of their tenure. Outgoing committee chairs will suggest a successor to the President, preferably one currently serving on the committee. Committee co-chairs will preferably have staggered tenures. Local Arrangements chairs will be selected by the President and serve for three-year terms.

7/86 rln, 5/89 dsn, 10/90 nlb, 5/93 jab, 4/94 ppa, 2/98 lgr, 1/06 jlm, 3/06 Board, 10/10 jmw, 3/12 tep, 6/2015 tep, 10/2017 llc, 01/2019 llc, 04/2019 llc, 05/2020 mh, 08/2020 mh

3-1-1
Quarterly Report Format

Name of Committee:
Person reporting:
Date:

I.   Committee Charge

II.   Membership

III.   Summary of Activities

IV.   Goals

V.   Timeline

VI.   Budget

         Proposed/Approved amount

         Income

         Expenses

         Projections

VII.   Summary of Board advice or action requested

[Add footer in the following format: yyyy/xth qtr/name of committee; i.e. 2008/4th qtr/election].

6/93 bh, 6/09 jtm, 07/2016 llc

3-2
Advocacy and Public Policy Committee

General Description

This standing committee is responsible for promoting advocacy in response to key issues that may impact archives, diversity, and the role of archives and archivists within society. The committee monitors legislation and policy, political appointments and governmental funding agencies, and political issues of interest to archivists. It makes recommendations to the SCA Board in regards to formal statements by the Society and implements the resulting action, as approved by the Board. The committee facilitates access to resources that will aid archivists in advocating for the profession in the aforementioned matters. The committee serves as a key resource for apprising members of news, events, discussions, and information relevant to archivists, associated professionals, and archival repositories. The committee communicates its findings to the membership via the SCA Board, the Newsletter, special mailings, and the annual members meeting. It also orchestrates special projects on an as-needed basis.

Composition of the committee and terms of office are defined in Handbook section 3-1 and governed by the Bylaws.

Responsibilities

General responsibilities are outlined in Handbook section 3-1.

1. Monitors legislation and public policy issues of interest to archivists.

2. Monitors larger issues of diversity, parity, and inclusion within the profession.

3. Informs the SCA Board of issues and recommends a course of action.

4. Informs SCA membership of political developments, and situations that call for advocacy, through the Newsletter, the annual members meeting, and special mailings if necessary.

5. Coordinates, on an as-needed basis, special projects that address issues of concern to the larger archival profession.

6. Maintains a copy of the SCA Handbook, and recommends revisions of the Advocacy and Public Policy Committee section to SCA Board when needed.

7. Forwards non-current records of the committee to the SCA Archives at the end of the year.

08/2020 mh

3-3
Awards Committee

<u>General Description</u>

The Awards Committee is comprised of a chair appointed by the President, with the approval of the Board of Directors, two Past Presidents (preferably to include the Immediate Past President) and at least two persons from the SCA general membership appointed by the President. A Past President currently serving on the Board may not be appointed chair.

Current awards include: The Sustained Service Award, the James V. Mink Scholarship Award, the Career Achievement Award, the Walter P. Gray III Scholarship, the Archives Appreciation Award, and the Lynn A. Bonfield Professional Development Award.

<u>Responsibilities</u>

General responsibilities are outlined in Handbook section 3-1.

1. Publicizes awards offered by SCA through announcements in the Newsletter and through appropriate communication channels.

2. Establishes a deadline for awards nominations to be sent to the committee chair.

3. Distributes nominations to committee membership.

4. Evaluates and selects winners from nominees/candidates for each award in each category on the basis of written award criteria. Note: Criteria policy or eligibility questions are directed to the Chair or Board for clarification.

5. Notifies awardee and other nominees/candidates for each award in each category.

6. Announces awards during the SCA Annual Meeting.

7. Writes articles for the Newsletter regarding awards and awardees.

8. Develops ideas and reviews suggestions for new awards.

9. Develops criteria and guidelines for awards, and makes recommendations to the Board.

10. Recipients for the following awards will be guests of SCA at the AGM Awards Luncheon and will receive a complimentary lunch:

- Archives Appreciation Award (maximum two lunches may be awarded),

- Sustained Service (one lunch awarded),

- Mink (up to two lunches may be awarded),

- Career Achievement (one lunch awarded),

- and Archival Award of Excellence (co-sponsored by CHRAB) - one lunch for individual awardee and up to two lunches for organizational.

These costs are to be listed as committee expenses, and should be reflected in the Awards Committee's annual budget request.

5/93 dmc, 6/93 bh, 1/05 cw/jae, 6/09 jmw, 5/11 jmw, 3/12 tep, 3/15 tep, 06/2018 llc

3-3-1
Archives Appreciation Award

<u>General Description</u>

Sponsored by Hollinger Metal Edge, Inc., the Archives Appreciation Award is presented to an agency, organization, or institution which has provided support for archival programs. This includes both processing and reference programs as well as exhibit presentations. However, agencies, organizations or institutions with in-house archival programs must show support of these programs. This engraved award is presented on an occasional basis as appropriate nominations are received and approved.

<u>Criteria</u>

A candidate must be an institution, agency or organization which has shown evidence of support for an archival program. This support may be for an in-house archival program, or for external archival programs or activities. This could include financial support, support for exhibits, support for collection maintenance or development, or similar activities.

Each nominator must submit a letter detailing the scope and depth of support activities to the Chair of the Awards Committee. Letters must be received no later than 10 weeks prior to the Annual General Meeting.

<u>Awards Committee Responsibilities</u>

1. Notifies membership of the availability of the award and solicits nominations. Applications for selection by the committee are due approximately two months before the Annual General Meeting.

2. Distributes nominations to Awards Committee members.

3. The committee conducts a vote on the nominees.

4. Notifies award designer of the appropriate wording for the award including:

   Name of Sponsor: Hollinger Metal Edge, Inc.
   Name of organization: Society of California Archivists
   Name of winner:
   Date of presentation:
   Name of Award: Archives Appreciation Award

5. Receives award from designer and transmits invoice to Hollinger Metal Edge, Inc.

6. Presents award at Annual General Meeting.

7. The cost of the recipient's Awards Luncheon meal is a committee expense, and should be reflected in the Awards Committee's annual budget request (maximum two lunches may be awarded).

6/09 jmw, 06/2018 llc

3-3-2
Career Achievement Award

General Description

SCA's Career Achievement Award was established in 2011 as part of the Society's 40th Anniversary celebration. It honors those whose archival career has been outstanding, noting their contributions in such areas as the establishment of archives, teaching, and writing in the archival field. This is an occasional award.

Candidates may be considered if they have one or more of the following:

1. Established and oversaw the professional development of an archival program

2. Made distinctive and enduring contributions to an existing archival program

3. Developed or was a significant force in the application of an approach to archival work

4. Contributed writing of a superior quality and usefulness in the area of archival theory and/or practice

5. Contributed teaching of a superior quality and usefulness in the area of archival theory and/or practice

Awards Committee Responsibilities

1. Notifies membership of the availability of the award and solicits nominations. Applications for selection by the committee are due approximately two months before the Annual General Meeting.

2. Distributes nominations to Awards Committee members.

3. The committee conducts a vote on the nominees.

4. The award is presented at the Annual General Meeting.

5. The cost of the recipient's Awards Luncheon meal is a committee expense, and should be reflected in the Awards Committee's annual budget request (one lunch awarded).

6/11 lo, 06/2018 llc

3-3-3
Sustained Service Award

<u>General Description</u>

Sustained Service Awards are given to recognize service to the Society of California Archivists over a period of twelve years. First awarded in 1991, the Sustained Service Award is given on an occasional basis as appropriate.

<u>Criteria</u>

1. Appropriate academic education and professional technical training

2. Minimum of twelve (12) years of service to the Society. Such service should include, but not be limited to committee work, elected positions, or special projects.

3. Contributions of superior quality and usefulness to the Society of California Archivists.

<u>Awards Committee Responsibilities</u>

1. Notifies membership of the availability of the award and solicits nominations. Applications for selection by the committee are due approximately two months before the Annual General Meeting.

2. Distributes nominations to Awards Committee members.

3. The committee conducts a vote on the nominees.

4. The award is presented at the Annual General Meeting.

5. The cost of the recipient's Awards Luncheon meal is a committee expense, and should be reflected in the Awards Committee's annual budget request (one lunch awarded).

6/09 jmw, 06/2018 llc

3-3-4
Co-sponsored Award: Archival Award of Excellence

General Description

Co-sponsored by the Society of California Archivists and the California Historical Records
  Advisory Board (CHRAB), The Archival Award of Excellence honors individuals within
  California who have made an outstanding contribution to the archives profession and
  accomplished exceptional work in the archives and records management field. These
  contributions include activities such as contributing innovative or creative ideas to the
  profession, improving the profession's effectiveness through advocacy or services, or promoting
  greater public awareness of archives and the archival profession. Nominees must have
  accomplished the work within the state of California during the five–year period preceding the
  year in which the award is presented.

The Archival Award of Excellence (formerly the Archivist Award of Excellence) was
  established in 1989 by the California Heritage Preservation Commission, an advisory body to the
  California State Archives, which identified a need to recognize outstanding work done within the
  state. The Archival Award of Excellence is presented at the Awards Ceremony at the Annual
  General Meeting of the Society of California Archivists.

Nomination forms for the award are distributed and received by the California State Archives
  and reviewed by CHRAB.

SCA's role as a co-sponsor includes the financial commitment to producing the award.

Criteria

Nominees must have worked with materials that are primarily related to California; must have
  performed work that is clearly identified as archival, record or manuscript related; and must have
  completed it within the past five years.

Awards Committee Responsibilities

The cost of the recipient's Awards Luncheon meal is a committee expense, and should be
reflected in the Awards Committee's annual budget request (one lunch for individual, 2 lunches
for organization).

4/2010 jmw, 06/2018 llc

<div align="center">

3-3-5
James V. Mink Scholarship

</div>

General Description

This scholarship is awarded each year in honor of James V. Mink, long-time archivist at UCLA and the first President of the Society of California Archivists.

The Mink Scholarship promotes the professional development of students preparing to become archivists or archivists who have recently graduated by providing financial support for attendance at the Annual General Meeting and a pre-conference workshop. In some cases, and with approval of the SCA Board, more than one Mink Scholarship may be awarded in a given year.

The Mink Scholarship is awarded as a check, and the recipient also receives a SCA silver pin. Recipient will be required to write an article for the SCA newsletter regarding their conference experience after the AGM.

Criteria
Applicants must meet one of the following two criteria:

1. Enrolled in an archival education program in California, (i.e. a graduate program or a specialized education program sponsored by an archival institution), or is an SCA student member enrolled in an archival program outside the state.

2. Has completed an archival education program as defined above and has less than one year archival work experience.

Each applicant must submit a completed application form, including a letter of recommendation from someone with knowledge of the applicant's goals in the archival profession. Application form for must include a statement that applicant agrees to write an article for the SCA newsletter following the AGM.

Applications are sent to the Chair of the Awards Committee with application deadlines set approximately 10 weeks before the Annual General Meeting.

The Award

The normal award is $1,500 as of 2017-2018.

The amount of the Mink Scholarship may be amended upward or downward by the Board, and changes will be made based on anticipated expenses of specific AGMs (e.g. out of state Western Roundups) and the health of the Mink Fund, which must maintain its principal of $10,000.

Any changes to the award amount will be communicated to the Awards Committee Chair by the Board Liaison immediately after the Board's fall budget meeting

The award amount is intended to cover conference registration and assist with any travel, lodging and food expenses incurred by the recipient. In addition, workshop registration will be provided and the recipient will receive an Awards Luncheon ticket provided by the committee.

The award will be presented to the recipient(s) at the AGM in the form of a check.

The cost of conference registration at the appropriate level (e.g. student rate) will be deducted from the award check total if registration fees were not paid by the recipient.

The cost of the recipient's pre-conference workshop will be absorbed by SCA.

For workshops developed by the SCA Education Committee a free seat will be reserved and offered to the recipient.

For workshops by other organizations (e.g. SAA), any free seat offered SCA for co-sponsorship will be reserved and offered to the recipient. A placeholder name may need to be recorded early in the registration period in order to hold a seat.

If a cash registration fee for a pre-conference workshop is needed, it will be budgeted from the Education Fund.

The cost of the recipient's Awards Luncheon meal is a committee expense, and should be reflected in the Awards Committee's annual budget request.

<u>Awards Committee Responsibilities</u>

1.   Revises the brochure and website information as needed to keep it current with dates and application information.

2.   Notifies membership of the availability of the scholarship in the Newsletter and publicizes the scholarship through appropriate communication channels. This may include sending the Mink Scholarship brochure, application form, and cover letter to archival educators, history departments, library schools before the end of the fall semester.

3.   Submits the name of an Awards Committee member (usually the Chair) as a placeholder for pre-conference workshop registration as soon as registration opens. A place should be held in any workshop offered, until a recipient is named and selects a preferred workshop. Unused reserved registrations must be explicitly released as early as possible so that seats may be filled. The placeholder registration may need to be coordinated with the Local Arrangements Committee or with an outside organization (e.g. SAA) if another organization is providing the workshop.

4.   Follows-up with telephone calls or other reminders to archival educators, if necessary, about a month before the deadline.

5.   Distributes completed applications judged eligible and complete to Awards Committee members.

6.   The committee conducts a vote on the nominees.

7.   Verbally notifies the scholarship awardee(s) and sends a formal award letter.

8.   Sends a letter of thanks to each applicant.

9.   Receives completed SCA article(s) from awardee(s) and submits article(s) to the SCA newsletter editor(s). Requests of the SCA Treasurer a scholarship check made out to the awardee(s). This is done via the SCA Reimbursement Form.

10.   Provides the President with a copy of the application from the awardee(s).

11.   Presents awardee(s) to the membership at the Annual General Meeting.

12.   Announces the winner(s) in a SCA Newsletter article.

3-3-5-1
Mink Scholarship Application Form (Sample)

*** Placeholder: 3-2-3-1 page 1/1 ***

3-3-6
Walter P. Gray III Education Fund Scholarship and Guidelines

Introduction: Walter P. Gray III Scholarship

The SCA Education Committee established the scholarship to provide tuition and travel support for SCA members in good standing to attend educational programs offered statewide or online. The scholarship is named in memory of Walter P. Gray III, former California State Archivist. In formulating this scholarship, similar continuing education scholarship programs were reviewed, including those offered by other regional archival organizations.

Guidelines

1. *The intent of the scholarship* is to promote professional development of SCA members and allow them to attend archives-focused training in California or online. The training can be offered by either SCA or organizations not affiliated with SCA. The award is for up to $500 per individual for a single educational event, with a total annual expenditure limit of $2,000. Recipients may use the funds for workshop fees, travel, food and lodging.

2. *Publicity*: For SCA-sponsored events, notice of scholarship availability will be publicized in conjunction with the educational event in SCA publications, on the SCA website, and to relevant listservs. The scholarship shall periodically be promoted through the SCA Newsletter and relevant listservs so that members are aware it may be used for non-SCA events. The application form is available on the SCA website.

3. *Applicant Eligibility*: Eligibility is limited to SCA members in good standing who are students, self employed, unemployed, or whose employers do not financially assist continuing education expenses. Each candidate must submit an application form, including a proposed budget, to be considered for the award. For SCA events there will be a publicized application deadline. The standard deadline for non-SCA events will be established by the Awards Committee and published on its website. The deadline will generally be at least three weeks (21 days) prior to the educational event, but may be adjusted, with new parameters posted online, at the discretion of the committee. Late or incomplete applications will not be considered. Award recipients are not eligible to apply again within the calendar year. Unsuccessful applicants may apply for additional events within the calendar year, with no prejudice. Awards Committee and Education Committee members are not eligible to apply.

4. *Event Eligibility*: This award is for educational events only offered in the state of California, or online educational offerings.

5. *Review Process*:

   a. Candidates' applications will be received by the Administrator of the award (typically the Chair of the Awards Committee). The Awards Committee will administer the award and will review applications as received.

b. The Administrator will determine that the applicant has demonstrated need and has appropriately estimated expenses.

c. Upon identifying an award recipient, the Administrator will contact the SCA Membership Director to confirm the active membership status of the candidate. The Administrator will also contact the Treasurer to verify that adequate funds are available.

d. The Administrator will present the application to the Awards Committee for review and approval.

e. The Administrator will inform the award recipient and will notify the Treasurer when the award is accepted. The Administrator will convey that the recipient is responsible for submitting an article for the SCA newsletter to the Awards Committee after the event concludes. In the event that the initial awardee declines the scholarship, the next qualified applicant will be granted the award. Unsuccessful applicants will be notified once the allotted funds are reserved. The scholarship may only be used towards the designated event.

6. *Payment of Scholarship*: Following the education event, the awardee will submit a completed SCA Expense Form, along with receipts, to the award Administrator. The Administrator will sign the expense form and will forward the document to the Treasurer for payment.

06/2018 llc, 02/2022 ck

Lynn A. Bonfield Professional Development Award and Guidelines

The Lynn A. Bonfield Professional Development Award is designed to provide Society of California Archivists members in good standing with financial assistance for related in-person training and educational opportunities that are independent of SCA sponsored events. The scholarship is named in honor of Lynn A. Bonfield, an early convener of the SCA. In formulating this scholarship, similar continuing education scholarship programs were consulted, including those offered by other regional archival organizations.

Guidelines

1. *Intent*: The intent of the scholarship is to promote professional development of non-student SCA members with limited means for continuing education. Recipients may use the funds for in-person workshop fees, travel in California or out of state, meals, and lodging.

2. *Budget and Limitations: Multiple awards may be made each fiscal year, up to a total annual budget established by the Board, generally $2,000. The maximum award for one individual for one educational event is $1,000.*

3. *Publicity*: Notice of scholarship availability will be publicized by the Awards Committee in SCA publications, on the SCA website, and to relevant listservs. The application form is available on the SCA website.

4. *Applicant Eligibility*: Eligibility is limited to any non-student SCA member in good standing who is currently working in the field but receives limited to no institutional support for continuing education expenses. To be considered for the Award, each candidate must submit an application form (including a proposed budget), resume or curriculum vitae, personal statement, and employer's letter of recommendation by the deadline established by the Awards Committee and published on its website. Preference will be given to mid-career professionals. Late or incomplete applications will not be considered. Award recipients are not eligible to apply again within the calendar year. Unsuccessful applicants may apply for additional events within the calendar year, with no prejudice. Awards Committee members are not eligible to apply.

5. *Event Eligibility*: This award is for in-person educational events. This award will not fund travel to events held in states where the State of California has prohibited state-funded and state-sponsored travel. This award allows for non-"traditional" archivist training if that training would directly relate to work success.

6. *Review Process*:
   a. Candidates' applications will be received by the Awards Committee Chair, or designee, who will administer the award and review applications as received.
   b. The Awards Committee Chair, or designee, will determine that the applicant has demonstrated need and has appropriately estimated expenses.

c. Upon identifying an award recipient, the Awards Committee Chair, or designee, will contact the SCA Membership Director to confirm the active membership status of the candidate. The Awards Committee Chair or designee will also contact the Treasurer to verify that adequate funds are available.

d. The Awards Committee Chair, or designee, will present the qualifying application(s) to the Awards Committee via email, for committee approval by majority.

e. The Awards Committee Chair, or designee, will inform the award recipient and will notify the Treasurer when the award is accepted. The Awards Committee Chair, or designee, will convey to the recipient that they are responsible for submitting an article for the SCA newsletter after the educational event concludes. In the event that the initial awardee declines the scholarship, the next qualified applicant will be granted the award. Unsuccessful applicants will be notified once the allotted funds are reserved. The scholarship may only be used towards the designated event.

7. *Payment of Scholarship*: Following the recipient's acceptance, the Awards Committee Chair, or designee, will submit a completed SCA Expense Form to the Treasurer for payment. In the event that an award has been granted in one fiscal year but is not paid out until the next fiscal year, those allocated but unspent monies will roll over to the new year and not be counted against the new year's budget.

06/2018 llc, 02/2022 ck

3-3-8

Advancing Equity: Graduate Education Scholarship

The scholarship, established in 2021, promotes the diversification of the larger archival community by providing financial support to students of color pursuing graduate archival education. The award is given to applicants who demonstrate excellent potential for scholastic and personal achievement and who manifest a commitment to the archives profession.

1. *Intent:* The intent of the scholarship is to promote the diversification of the larger archival community of California by providing financial support to students of color pursuing graduate archival education.

2. *The Award:* a cash amount established each year by the Board will be awarded by check, along with a one-year membership in the Society of California Archivists and complimentary registration for the AGM held in the year in which the scholarship is awarded. The check will usually be awarded at the AGM Awards Ceremony. The standard award amount established in 2021 is $1,500.

3. *Publicity*: Notice of scholarship availability will be publicized by the Awards Committee in SCA publications, on the SCA website, and to relevant listservs. The application form will be made available on the SCA website.

4. *Eligibility*: Applicants must be residents of California who have been accepted to or are currently enrolled in a graduate program in archival studies or an archives related program such as history or information studies; or be a student who has been accepted to or is enrolled in such a program at a California institution. Applicants must self-identify as being from historically underrepresented groups. Those from Black/African, American Indian, Asian or Pacific Islander, Middle Eastern or North African, or Latinx descent are strongly encouraged to apply.

5. *Application Requirements:* All applicants must submit an application form, a resume or CV, a brief essay (no more than 500 words) describing their career/goals in the archival profession, and a letter of recommendation from someone familiar with the applicant's goals in the archival profession. Upon application, candidates will agree, if selected, to write an essay for the SCA Newsletter on their academic activities and how the scholarship supported their graduate archival education. All application materials must be received by the publicized deadline.

6. *Payment of Scholarship*: payment will be issued by the SCA Treasurer, usually in the form of a check awarded at the Awards Ceremony at the SCA AGM. (*Note: AGM attendance is highly encouraged and complimentary registration will be provided, but attendance is not required for recipients of this scholarship.*)

Awards Committee Responsibilities

1. Revise website information as needed to keep it current with dates and application information.

2. Notify membership of the availability of the scholarship in the Newsletter and publicize the scholarship through appropriate communication channels. This may include sending a cover letter and website links to archival educators, history departments, and library schools before the end of the fall semester.

3. Follow-up with reminders to archival educators, if necessary, about a month before the deadline.

4. Share with Awards Committee members all applications judged eligible and complete.

5. Conduct discussion and a committee vote on the applicants.

6. Notify the scholarship awardee(s) and send a formal award letter.

7. Send an email of acknowledgement and thanks to each applicant.

8. Request of the SCA Treasurer a scholarship check made out to the awardee(s).

9. Provide the President with a copy of the application from the awardee(s).

10. Present awardee(s) to the membership at the Annual General Meeting.

11. Remind recipient(s) of the next Newsletter deadline, and their agreement to submit an essay to the editors.

12. Announce the winner(s) in a SCA Newsletter article.

13. Request Board budget approval for award amount, or modifications, annually.

02/2022 ck

3-3-9

Advancing Equity: Continuing Education Funding

This funding, established in 2021, promotes the diversification of the larger archival community through the support of continuing education. The award provides financial support to individual archivists of color for archives-related training and professional development, or to organizations proposing educational events for archivists or archives volunteers centered on the records of communities of color.

Community organizations in California, or SCA members in good standing and not enrolled in a degree-granting program, who have limited or no access to institutional funding for continuing education, may apply. Up to $1,000 may be awarded per event, with $2,000 allotted annually for this award.

1. *Intent:* The intent of the scholarship is to promote the diversification of the larger archival community of California by providing financial support for continuing education for archivists of color or for community organizations seeking to provide archival education events benefiting underrepresented communities.

2. *The Award:* a cash amount established each year by the Board will be awarded by check. The maximum award amount established in 2021 is $1,000, with a total of $2,000 budgeted annually.

3. *Publicity*: Notice of award availability will be publicized by the Awards Committee in SCA publications, on the SCA website, and to relevant listservs. The application form will be made available on the SCA website.

4. *Eligibility*:

   Individual applicants must be SCA members in good standing, not enrolled in a degree-granting program, and have limited or no access to institutional funding for continuing education. Applicants must self-identify as being from historically underrepresented groups. Those from Black/African, American Indian, Asian or Pacific Islander, Middle Eastern or North African, or Latinx descent are strongly encouraged to apply.

   Organizations must be community-based organizations in California with an interest and mission involving community history and its preservation. Organizations based in and primarily serving Black/African, American Indian, Asian or Pacific Islander, Middle Eastern or North African, or Latinx communities are highly encouraged to apply.

   Award recipients are not eligible to apply again within the calendar year. Unsuccessful applicants may apply for additional events within the calendar year, with no prejudice. Awards Committee members are not eligible to apply.

5. *Application Requirements:*

Applications must be submitted to the Awards Committee by the deadline published on the SCA Awards website. The deadline will generally be at least three weeks (21 days) prior to the educational event, but may be adjusted, with new parameters posted online, at the discretion of the committee. Late or incomplete applications will not be considered.

Individual applicants must submit an application form, a resume or CV, a personal statement (250-500 words in length) describing how the workshop/class fits into their career path and why outside funding is required, and a letter of recommendation from someone familiar with the applicant's goals in the archival profession.

Organizations must submit an application form and a brief overview of the organization and the proposed educational event (250-500 words in length) describing how the event fits into their archival mission and why outside funding is required. Following the event, a brief article describing the program should be submitted by the organizers to the SCA Newsletter.

Note: since this award is not tied to a specific event and is available on an ad hoc basis, there is no set application deadline. Applications are considered as-received, and awarded based on the availability of annual funding. If multiple individual applications are received for the same event, or for events in a similar time frame, the Awards Committee will select one or more recipients based on the merits of each application as communicated in the submitted personal statement and letter of recommendation.

6. *Payment of Scholarship*: Awards are usually made on a reimbursement basis*. Following the educational event, the awardee will submit a completed SCA Expense Form, along with receipts, to the award Awards Committee Chair. The Chair will sign the expense form and will forward the document to the Treasurer for payment.

    *When requested, the Chair may approve up-front payments, with supporting receipts required at the conclusion of the event.

Awards Committee Responsibilities

1. Revise website information as needed to keep it current with dates and application information.

2. Monitor the remaining budget and update the website when funds are no longer available.

3. Notify membership of the availability of the scholarship in the Newsletter and publicize the scholarship through appropriate communication channels.

4. Share applications judged eligible and complete with Awards Committee members.

5. Conduct a committee discussion and vote on the applications.

6. Notify the awardee(s) via a formal award email.

7. Send an email of acknowledgement to unsuccessful applicants.

8. Respond to requests for advance payments.

9. Guide recipients to the Reimbursement Form, receive completed form and receipts, sign approval, and submit to SCA Treasurer.

10. Remind organizational recipient(s) of the next Newsletter deadline, and their agreement to submit to the editors an article on their hosted program.

11. Announce award recipient(s) in an SCA Newsletter Awards Committee report.

12. Request Board budget approval for award amount, or modifications, annually.

02/2022 ck

3-4

Communications and Outreach Committee

General Description

This committee exists to facilitate and maintain various means of communication between SCA leadership and members, as well as among SCA members. Such means of communication are focused around but not limited to SCA's website, and could include e-mail blasts, interactive platforms such as social media sites, and electronic tools for reaching out (surveying, educating, etc.) to the membership. The committee works closely with the SCA Board, all other SCA committees, task forces, and groups that wish to communicate to a broad swath of SCA's membership.

This committee also disseminates information about the archives profession, SCA members and their institutions among the general public; promotes increased diversity within SCA; brings an awareness of the existence and functions of SCA to related professions such as librarians, historians, museum professionals, and records managers, and assists in the publicizing of SCA activities and events. Additionally, because of the particular value in recruiting entry-level professionals, the committee reaches out to student groups, undergraduate history students, and others who might consider archives as a career.

Composition of the committee and terms of office are defined in Handbook section 3-1 and governed by the Bylaws.

Website Blog Posting Policy
Ability to post to the blog is restricted to SCA Board Members and SCA Committee Chairs. This may be expanded at a later time to allow for SCA Members to post. Any non-members wishing to post content to the blog would need to contact the Communications & Outreach Committee Co-Chairs and provide the content to be posted on their behalf. Criteria for posting content is the same as posting any content on the homepage: it should be directly relevant to SCA and/or refer to a SCA publication. Committee Chairs are encouraged to promote committee activity on the SCA Homepage, especially Publications, which should share newsletter content.

Social Media Posting Policy
Ability to post to social media (Twitter, Facebook, Instagram, Tumblr, etc.) is restricted to SCA Board members and designated Communications & Outreach Committee members. This may be expanded on a case-by-case basis to allow for SCA general members to post.

Responsibilities

General responsibilities are outlined in Handbook section 3-1. C&O is responsible for:

1. Designing, organizing and maintaining the SCA web site. The Committee makes minor changes, cosmetic or otherwise, in compliance with the SCA Identity Guidelines (SCA Handbook section 1-8-3). Large changes, such as adding or

removing entire sections of content or major redesigns, are sent to the Board for approval.

2. Publicizing and promoting SCA activities through newsletters of allied organizations, listservs, Archives Month, and other public forums.

3. Creating, distributing and disseminating educational pamphlets, brochures and other materials.

4. Creating and supporting presentations or panels at meetings of allied organizations.

5. Communicating to SCA members via the Newsletter and social media channels news of appropriate events sponsored by allied professionals.

6. Ensuring consistent ease of maintenance and access to the SCA web site by using a reliable commercial web hosting site.

7. Reviewing the SCA web site regularly to ensure it remains responsive to the needs of the membership. Reviews should consider the web site's usability and include systematic updates to design and organization leveraging current supported templates. Fuller evaluations should take place at least every three years. It is recommended that these evaluations take place during the chair transition period.

8. Notifying Board Members and Committee Chairs about SCA web site content under their purview that is outdated or inaccurate.

9. Investigating, implementing and maintaining additional means of electronic communications. Such means are ancillary to the SCA web site; they can include social media sites and electronic tools for reaching out (surveying, educating, etc.) the membership.

10. Recommending institutional membership for SCA in allied organizations.

11. Responding to requests and suggestions about electronic communications in a timely manner.

12. Creating mailing lists of organizations and publications to receive public relations materials about SCA events and programs.

13. Recruiting committee members from those SCA members who are also members of allied organizations.

14. Collaborating with the Board and Committee Chairs to create and solicit (new, or updates to existing) content for the SCA web site and ancillary sites.

15. Collaborating with the Board on means for storing, preserving and making accessible SCA's digital content.

16. Maintaining levels of administrator access to the SCA web site.

17. Maintaining (setting, re-setting, protecting and disseminating appropriately) all passwords for accounts including but not limited to "@calarchivists.org" email addresses, analytical tools, ancillary sites such as social media sites, survey tools and education tool.

10/2017 llc, 06/2018 llc

3-5
Development Committee

<u>General Description</u>

This standing committee pursues fund raising in support of the activities and programs of the Society, through both member gifts and outside funding sources.

Composition of the committee and terms of office are defined in Handbook section 3-1 and governed by the Bylaws.

<u>Responsibilities</u>

General responsibilities are outlined in Handbook section 3-1.

1. Conducts an Annual Fund Drive each late spring/early summer, via a mailing soliciting donations from all members. All donations are acknowledged promptly with a letter from the chair to the donor. An article recognizing donors is placed in each issue of the Newsletter. Money raised is used to support honoraria and expenses for special speakers at the Annual General Meeting and scholarships, although the Board may review and amend the application of this money, and additional uses of funds shall be identified when the balance in the Annual Fund grows sufficiently to support such uses.

2. Implements other fundraising campaigns, as appropriate, for special programs or activities, or to commemorate anniversaries, etc.

3. Identifies and approaches appropriate outside sources of funds, such as foundations, for support of special programs or activities.

4. Manages vendor relations for the Annual General Meeting:
   a. Invites vendors, allied organizations, or local institutions to co-host the opening reception or refreshments during the meeting breaks.
   b. Sells exhibit space to appropriate vendors and allied organizations.
   c. Sells advertising space in the AGM program (using Newsletter fee structure, see Handbook 3-13-1-1) to help defray AGM expenses.
   d. Coordinates with the Local Arrangements Committee to ensure exhibitor needs are met by conference hotel.

5. Encourages members, especially those in corporate settings, to pursue matching fund donations from their employers.

6. Encourages members to designate SCA as a legatee, through a deferred-giving program.

7. Coordinates its activities and endeavors with other committees, as appropriate.

6/00 ssh, 6/09 jmw, 10/2017 llc, 01/2018 llc

SCA Society of California Archivists

CONTRIBUTION FORM

Yes! I want to participate in the Annual Fund Drive! Here is my donation:

_$250_$200_____$100_____$50_____$25_____Other
Make check payable to the Society of California Archivists and return to the SCA Membership
 Director: Special Collections & Archives
Attn: Eric Milenkiewicz
University of California, Riverside P.O.
 Box 5900 Riverside, CA 92517-5900

Or: see our website for other payment options: http://calarchivists.org/Giving_to_SCA

I prefer my donation to be credited to the following Fund (Details are available in the SCA
 Handbook), http://calarchivists.org/About_SCA/Handbook_Bylaws

_____ Annual General Meeting Speakers' Fund
_Education Endowment Fund
_James V. Mink Scholarship Fund
_Unrestricted Fund

Suggestions: _____

I prefer the following topics for plenary address at the Annual General Meeting (check one or
 more):
_History & historical research   _____Management
_Copyright   _____Outreach
_Ethics   _____ Security
_Electronic records   _____Other _____

I suggest as potential speakers:_____

Please acknowledge this gift in publicity as follows:
_Name(s):_____
_Anonymous
                    Thank you for your Contribution!

 10/2017 llc

3-5-2
Vendor Registration Form (Sample)

Society of California Archivists (SCA)
Annual General Meeting, April 27-29 2017
Westin Hotel
Pasadena, California
http://www.calarchivists.org

Vendor Registration Form

Company Name:	
Company Representative:	
Address:	
Phone:	Email:

Fees and Details

Orders, registration, and payment due **by March 30, 2017**.

Exhibit Tables ___ Staffed exhibit table $300* ___ Unattended exhibit table $100* ___ Non-profit rate $100* ___ Silent auction Free *Fees do not include lodging, or transportation.	One complimentary full conference registration Recognition on exhibitor page in printed conference program and on website (company name in program and name plus a hyperlink to their Web site online) Six-foot table with skirting, two chairs, access to a power outlet, and wireless internet connection Staffed table includes quarter page advertisement
Advertisements ___ Full page advertisement $250 ___ Half page advertisement $150 ___ Quarter page advertisement $100	Send advertisements via email attachment (up to 25MB file size) to Danielle Scott Taylor at drscott1@stanford.edu **Artwork must be submitted no later than March 1, 2017.** Images intended for publication should be submitted as high-resolution files, preferably in TIFF format.
Sponsorships ___ Basic: $350 (Coffee and refreshment breaks) ___ Deluxe: Starts at $500 (All-attendee reception and coffee breaks) *Contact Danielle Scott Taylor for information about sponsorships. To participate as a sponsor, vendors must purchase a staffed exhibit table and advertisement of any size.	One complimentary full conference registration Recognition as a sponsor on exhibitor page, conference program, website (name, tag line, logo, link to website), and in the form of signage at the sponsored event. Choice of exhibit table location Deluxe Sponsors also receive: Oral acknowledgement at the luncheon One-color logo in the conference program *Sponsorship funds are used to support coffee breaks, luncheons, the opening reception, and/or other events.

Please make checks payable to the Society of California Archivists.

SCA Handbook: Section 3, page 30

Mail completed registration form with payment to:

    Attn. Danielle Scott Taylor

    Hoover Institution Library & Archives

    Stanford University

    434 Galvez Mall

    Stanford, CA 94305

Questions? Contact Danielle Scott Taylor

    drscott1@stanford.edu

    650-723-3428 (M-F, 8:00am-5:00pm)

10/2017 llc

3-6
Education Committee

General Description

This standing committee promotes archival education and the professional development of archivists throughout the state.

Composition of the committee and terms of office are defined in Handbook section 3-1 and governed by the Bylaws.

Responsibilities

General responsibilities are outlined in Handbook section 3-1.

1. Develops and presents archival education workshops to be sponsored by SCA. The Education Committee is responsible for:

   a. regional fall programs—one Northern, one Southern

   b. spring programs—alternating Northern and Southern in the opposite region of the Annual General Meeting (AGM) location

   c. specialized workshops to be offered as opportunities present themselves or as demand requires

2. Collaborates with the Program Committee

   a. The chair or other representative of the Education Committee serves as an *ad hoc* member of the Program Committee.

   b. The Vice President/Program Chair serves as an *ad hoc* member of the Education Committee.

   c. The Education Committee is responsible for the selection, budgeting and scheduling of pre-conference workshop(s) for the AGM.

3. Provides SCA members with information about archival education programs in California.

4. Maintains a workbook of guidelines and pointers for putting together programs and samples of publicity and forms.

Educational Workshops and Program Cancellation

Requests to cancel your registration must be submitted in writing to the Education Committee Co-Chairs (emailed requests are accepted). Refunds are issued under the following conditions:

- Cancellation requests must be submitted at least 1 week before the first scheduled date of the workshop or educational program to receive a full refund.
- Requests submitted less than 1 week before the first scheduled date of the workshop or educational program are not eligible for a refund.

This policy includes pre-AGM conference workshops. Workshops sponsored or co-sponsored by other organizations are subject to the cancellation policies of the sponsoring organization.

See SCA Handbook section 2-5-10 for SCA's full Cancellation and Refund Policy.

4/90 nlb, 5/91 nlb, 5/93 dmc, 10/99 jlm, 1/10 lo; 7/2016 llc; 10/2017 llc; 01/2018 llc, 01/2019 llc

3-6-1
Education Committee Workshops

General Description

The Education Committee develops and presents archival education workshops to be sponsored by SCA. These workshops are generally:

1. regional fall programs—one Northern, one Southern

2. spring programs—alternating Northern and Southern in the opposite region of the Annual General Meeting (AGM) location

3. specialized workshops to be offered as opportunities present themselves or as demand requires

The topics for the workshops are determined by the Committee based on input from the membership and opportunity. It is recommended that a basic archival workshop be offered from time to time.

Basic Archival Workshop

It is recommended that this workshop be co-taught by an archivist working with public records and an archivist working with historical manuscripts. The workshop should address three major questions:

1. What are archives and manuscripts and why are they important?

2. How do we preserve and make them available?

3. What is needed to create an archival program?

Among the topics discussed are: archival principals and methodology, developing a collection policy, relationship between archives and records management, selecting an archivist, donor relations, legal issues, planning programs of arrangement and description, access policy, security, conservation concerns, facilities management, financial resources, outreach. (Note: This workshop is not a practicum on how to arrange and describe records.)

Planning

Site Selection & Local Arrangements for Regional Workshops
- Select a (preferably free) site that has sufficient parking and preferably one with good public transit options.
- Site selection physical considerations: Is the site wheelchair accessible? Is there an

elevator people can take instead of stairs? Is the site heated/air conditioned? Is there much noise outside the meeting room? Water fountains or bottle filling stations? Where are the power outlets? Does the site provide power strips, or do you need to bring them?

- Refreshments: Does the site have a coffeemaker? Do you have to bring in refreshments, napkins, cups, etc.? Are you obligated to use the site's catering service? If using a catering service, be aware of extra "set up" and "linens" charges which may apply. Will food/beverages be provided in the same room where the workshop is being held or in an adjacent location? Are there vegetarian or vegan options available? If the workshop has a lunch break, where are local eateries for participants to go to, or places to sit and eat packed lunches?
- Work with the site host to prepare onsite directional signage as needed, or as the site allows.

Site Selection & Local Arrangements for AGM or Western Archivists Meeting Workshops

- Education Committee should coordinate with the Local Arrangements Committee to identify space at the conference site (site cost will be absorbed by the Local Arrangements Committee).
- Site selection physical considerations: Is the site wheelchair accessible? Is there an elevator people can take instead of stairs? Is the site heated/air conditioned? Is there much noise outside the meeting room? Water fountains or bottle filling stations? Where are the power outlets? Does the site provide power strips, or do you need to bring them?
- Refreshments: The Education Committee should work with the Local Arrangements Committee to place orders for breaks at the conference site (cost of breaks will be absorbed by the Education Committee). If the workshop has a lunch break, it is helpful to be able to recommend local eateries or places to sit to eat packed lunches.
- Work with Local Arrangements Committee to prepare onsite directional signage as needed, or as the site allows.

Relevant to Both Regional and AGM or Western Archivists Meeting Workshops:

Speakers

- Some speakers need official requests to speak as documentation for their own supervisors.
- Committee is responsible for any travel and/or lodging arrangements needed by the speaker. Travel and lodging expenses will be reimbursed using Education Committee funds per the current Board Handbook reimbursement policy.
- See Rate Table in Honoraria Policy Section 2-5-9 for current honoraria. Special cases can always be presented to the Board.
- Try to have your speakers scheduled and on board as soon as possible. If you approach a potential speaker who is unable to participate, ask that person if he/she can recommend another person to speak on that topic.
- Don't forget to thank the speaker(s) after the workshop has taken place.

Scheduling

- Select the day that works for you, the site, and your key speakers, then work back. Be aware of scheduling the workshop so that it does not conflict with other conferences or meetings. Scheduling workshops too late in December can make it difficult to submit reimbursement forms before the year is over. See Section 3-6-2 for a task timeline.

Publicity

- Confirm spelling of names, titles, and institutions of speakers for publicity.
- Confirm maps and parking/public transportation directions.
- Send workshop information to the SCA Newsletter editor.
- Create the online registration page. Make sure to include any information necessary for full workshop participation (personal laptops required, any knowledge or previous experience required to get the most out of the workshop topic).
- Post workshop details to "Upcoming Workshops" page on SCA website. After workshop is run, move an abbreviated workshop description to the "Past Workshops" page.

Items to Delegate to Education Committee Members

- Help in Advance of the Workshop:
  - Setting up online registration and answering registration questions.
  - Securing a workshop site.
  - Helping to brainstorm possible speakers.
- Help the Day of the Workshop:
  - Registration check-in.
  - Workshop welcome, speaker introductions, and local comments (such as directions to the restrooms) at the start of the workshop.
  - Wrangler to get people seated.
  - Reporter to do a write-up on the workshop for the SCA Newsletter.

Workshop Kit

Items required in the past, useful, or simply wanted (and didn't have) on the day of the workshop:
- Directional signs
- SCA banner or sign
- Registration list
- Reimbursement forms
- Name tags (either adhesive write-your-own or pre-printed)
- Pens
- Pencils

- Evaluation forms
- Paper clips/stapler/scissors/tape/post-its
- Index cards
- Extension cords and/or power strips (especially for laptop centered workshops)

Refreshments

Items that worked in the past for morning or afternoon refreshments:
- Paper goods: napkins, cups, spoons, forks, plates
- Drinks: coffee (with optional sugar and creamer), hot tea, iced tea, juice, water (especially if there are no nearby water fountains or bottle filling stations)
- Morning food: pastries, bagels, fresh fruit, granola bars
- Afternoon food: cheese, crackers, nuts, fresh fruit, dried fruit, trail mix, cookies

4/10 lo, 10/2017 llc, 01/2018 llc, 08/2020 mh

3-6-2
Workshop Checklist

More than 8 weeks before the workshop:
- Select and line-up session speaker(s) and topics(s).
- Secure workshop host site.
- Set up workshop date that works for both speaker(s) and host site.

6-8 weeks before the workshop:
- Obtain a workshop syllabus from the speaker, and confirm workshop schedule.
- Create program announcement and registration form on SCA website.
- Send an e-mail blast to SCA members.
- After SCA membership is notified, post announcements to appropriate lists, related/affiliated organizations, and local groups as relevant to the workshop topic. (Possible lists include WestArch, local ARMA chapters, local SLA chapters, CLA, local schools with programs in library science, museum studies, and public history.)

2 weeks before the workshop:
- Confirm AV, set-up requirements, and attendance numbers with speakers and host site.
- Confirm food/beverage arrangements.
- Close registration unless seats are still open. Send announcements about available workshop seats as needed.

1 week before the workshop:
- Print workshop evaluation forms.
- Print registration list or use the online registration system to document attendance.
- Prepare speaker handouts if needed.
- Print directional signs.
- Gather any necessary office supplies.

Day of the workshop
- Arrive at workshop site at least one hour before workshop start time.
- Make sure workshop location is easily findable, hang directional signs as
- needed/allowed.
- Set up registration location with registration list and name tags.
- Serve as liaison between speaker(s) and host site for A/V and other room set up needs.
- Help speaker(s) with any handout distribution needs.
- Take photos of the workshop for use in post-workshop promotion and the SCA

- Newsletter.
- Pay for speaker(s) lunch.
- Distribute and collect evaluation forms at the end of the workshop.
- Help host site clean up workshop area as needed.

After the workshop
- Get reimbursement form mailing information for speaker(s) and host site catering if applicable.
- Send speaker(s) and host site a thank you note.
- Submit reimbursement forms to SCA Treasurer.
- Upload evaluations and any other relevant documentation to the Education Committee SCA shared drive account.

5/89 dsn, 5/93 dmc, 3/11 lo, 10/2017 llc, 08/2020 mh

**SOCIETY OF CALIFORNIA
ARCHIVISTS**
[workshop title here]
**[Spring/Fall workshop here], [location here]
[date]
Evaluation Form**

1. **Overall, the workshop was (please circle a number):**

   not worthwhile   1---2---3---4---5---6---7---8---9---10 **very worthwhile**

Please explain:

2. **What aspect of the workshop was most valuable to you?   Why?**

Please respond to the following questions by marking the appropriate box with one (1) being the lowest ranking and five (5) being the highest

	1	2	3	4	5	N/A
3. How would you rate the instructor						
a. Knowledge of the topic	( )	( )	( )	( )	( )	( )
b. Presentation skills	( )	( )	( )	( )	( )	( )
c. Ability to handle questions	( )	( )	( )	( )	( )	( )
d. Preparation	( )	( )	( )	( )	( )	( )
4. Workshop Logistics						
a. Workshop location	( )	( )	( )	( )	( )	( )
b. Meeting room	( )	( )	( )	( )	( )	( )
c. Advertising/publicity that you saw	( )	( )	( )	( )	( )	( )

5. **Other comments/suggestions**

6. **Possible topics to be explored at future SCA workshops**

3-6-4
Vice Chair for Online Education

Ralph Description

The Vice Chair for Online Education will serve on the Education Committee. This position collaborates with the Co-Chairs of the Education Committee to develop and present online archival education workshops (webinars) sponsored by SCA. Generally, these online workshops will be offered three times a year, as opportunities present themselves or demand requires. The topics for the online workshops are determined based on regular surveys, input from membership, and opportunity.

The Vice Chair, with the Education Committee involvement, will coordinate webinar programming, identifying and communicating with presenters, scheduling webinars, planning logistics, and serving as the day-of point person. The Vice Chair for Online Education will coordinate with the Education Committee and the Communications and Outreach Committee to manage registration, publicity, and administrative responsibilities related to webinars.

The Vice Chair is appointed by the Co-Chairs of the Education Committee and approved by the President.

Responsibilities

1. Collaborate with Education Committee Co-Chairs on webinar programming.
   a. Receive and review webinar proposals with Education Committee Co-Chairs.
   b. Formulate potential webinar topics with Education Committee Co-Chairs based on survey results, member input, and opportunity.
   c. Contact and communicate with potential webinar presenters.
   d. Schedule webinars.

2. Plan logistics and serve as the day-of webinar point person.
   a. Work with presenters to create webinar scripts.
   b. Rehearse webinars with presenters and test webinar software.
   c. Serve as day-of point person, introducing and coordinating presenters, managing questions and chats, and addressing any technical issues.
   d. Provide Education Committee Co-Chairs with attendance data and feedback.

3. Coordinate with the Education Committee to manage registration, publicity, and administrative responsibilities related to webinars.
   a. Assign registration and publicity responsibilities to Education Committee members.
   b. Work with Education Committee Co-Chairs to establish registration fees, attendance caps, and honoraria.
   c. Manage communication between Education Committee Co-Chairs, assigned Committee members, and presenters regarding registration, publicity, fees, expenses, and honoraria.
   e. Request check or payment from Treasurer for honoraria before webinar.
   f. Receive reimbursement receipts and forward to Treasurer.
   g. Advise Education Committee Co-Chairs on annual budget.

01/2018 llc, 01/2019 llc

3-7
Election Committee

<u>General Description</u>

The Election Committee conducts annual elections for offices vacant in a given year. Alice Sturgis's *The Standard Code of Parliamentary Procedure* gives detailed instructions for the election process. These should serve as a guide to be followed as closely as possible. The election procedure, terms of office, and general duties of the Board are described in Bylaws IV.

The selection procedure and term of office are described in Bylaws IV.5.

<u>Responsibilities</u>

General responsibilities are outlined in Handbook section 3-1.

1. Obtains from the Nominating Committee the slate of candidates and biographical information regarding the candidates.

2. Makes ballots available to the membership and announces that the election is open via an email to the roster of all current members. Makes candidate statements and biographical sketches available to the membership concurrently with ballots.

   a. On the ballot, the office of President is not listed as an elective position; the Vice President automatically succeeds the President after one year.

   b. Ballots shall be distributed, and the election opened, no less than forty-five (45) days and no more than ninety (90) days prior to the annual Members Meeting. Completed ballots are to be submitted, and results reported at least fifteen (15) days prior to the annual Members Meeting. (See Bylaws IV.5.)

   c. The announcement to the membership should instruct that any difficulty in voting must be reported to the Election Committee as soon as possible. The Election Committee is responsible for assuring that all current members can submit one ballot.

   d. Ballots will be evaluated for their validity by the Election Committee using the guidelines put forth by Sturgis.

3. On the date that online balloting opens, the Election Committee chair or the chair's designee, distributes an email to members announcing that the election is open and voting may commence. The email will also indicate the election closing date.

4. Questions concerning voting issues will be directed to the Election Committee chair.

5. The Election Committee chair, or the chair's, designee, will submit a brief message indicating that the officer elections are open to the SCA webperson to be posted on the SCA website/homepage. The EC chair will also request that the same message be shared via other appropriate outlets, such as SCA social media channels.

6. An announcement, one week before close of election, will be distributed to the membership body via the electronic voting system, the SCA website, and SCA social media channels reminding the voting body that the election will end in one week.

7. Counts the ballots and determines new officers and Board members by plurality of votes (Bylaws, IV.5). The ballot count shall be confirmed by the Chair and at least one other committee member to verify the outcome of the election results. A statement of the results shall be sent to the President by the Chair and one other Committee member. The President will inform all candidates of the election results and shall introduce new Board members to the membership at the Annual General Meeting.

8. Forwards ballots in paper form, in a sealed envelope, to the Secretary, who retains them until January 1st of the following year, at which time they are destroyed.

9. Submits a final report of committee activity, including expenditures, to the President prior to the first Board meeting of the year. A written report of expenditures should also be sent to the Treasurer.

10. Sends non-current records to the Society's archives.

09/89 nlb, 05/91 nlb, 05/93 dmc, 06/09 jbr, 3/15 tep, 7/2016 llc, 10/2017 llc

3-7-1
Calendar: Election and Nomination Committees

August - November

      Nominating Committee announces the opening of the Election Slate for nominations
       though a submission to the *Newsletter* and other electronic venues (listservs, web
       sites, etc.).

      Nominating Committee convenes to discuss its upcoming duties.

      Nominating Committee reviews and updates the nominating form and coordinates with
       the Membership Director to distribute the form.

December 1st

      DEADLINE for receipt of nominations. Nominating Committee members begin
       contacting potential candidates.

January 15th

      DEADLINE for receipt by the Nominating Committee of candidates' biographies and
       statements.

January 31st

      Nominating Committee reports slate of candidates to the Election Committee and to the
       Board of Directors and ensures that candidates' biographies and statements are sent to
       the Election Committee Chair.

February – March

      Election Committee distributes ballots and candidate biographies and statements to
       membership no less than forty-five (45) and no more than ninety (90) days prior to the
       annual Members Meeting (Bylaws IV.3).

March – April

      Ballots are to be returned and results reported to President no less than fifteen (15) days
       prior to the annual Members Meeting (Bylaws IV.3).

      Election Committee notifies the Board of Directors and all candidates of elections results.

April - May

      AT THE ANNUAL MEMBERS MEETING:

         Elections and Nominating Committees submit their reports orally.

         President introduces recently elected Board members and Nominating
          Committee members.

      President sends election results to *Newsletter* and to the SCA web manager for inclusion
       on the SCA web site.

05/93 sh, 05/93 dmc, 06/05 lgb, 10/05 jlm, 03/06 Board, 06/09 jbr, 06/2017 llc, 10/2017 llc

3-7-2
SCA Ballot (Sample)

*** placeholder ***

10/2017 llc

3-7-2-1
Official Ballot Instructions (Sample)

Please find the candidates' statements online in the Members Only section of the SCA web site at http://www.calarchivists.org/elections. If you have trouble logging in, please contact Membership Director Rose McLendon (hml.localhist@gmail.com). We have included a write-in space for each office, if needed; please print the write-in candidate's name legibly. Return the official ballot in the envelope provided. BALLOTS **MUST** BE POSTMARKED BY **APRIL 18, 2011** TO BE COUNTED. To help defray costs to SCA, please affix a first-class stamp to the return envelope. **LEAVING STRAY MARKS OR COMMENTS INVALIDATES THIS BALLOT!**

10/2017 llc

3-8
Ethics and Inclusion Committee

General Description

This standing committee works to promote and develop a culture that values diversity, inclusion and ethical behavior within SCA.

Composition of the committee and terms of office are defined in Handbook section 3-1 and governed by the Bylaws.

Responsibilities

General responsibilities are outlined in Handbook section 3-1.

1. Oversees SCA's code of conduct, ethics, and values program.

2. Monitors professional trends and developments in code of conduct, ethics, and values programs at allied organizations incorporating updates into the SCA program as needed.

3. Maintains and updates the Ethics and Inclusion Committee's webpage on the SCA website as needed.

4. Coordinates communications to the SCA membership publicizing the Code of Conduct and orienting membership and event participants to the importance of these values in SCA programs.

5. Performs a review of the SCA Code of Conduct every three years under the direction of the Board.

04/2019 llc, 10/2019 mh

3-9
Finance and Investment Committee

General Description

This standing committee advises the Board on matters pertaining to the management of the Society's assets in a financially responsible manner.

The current Treasurer serves as the Chair. The other members are the President and Immediate Past President, the Western Archives Institute Administrator (as financial officer for WAI), the Development Committee Chair, and one SCA member-at-large appointed by the Finance and Investment Committee Chair. It is recommended that the member-at-large be a past treasurer.

Responsibilities

General responsibilities are outlined in Handbook section 3-1.

1. Seeks opportunities to grow those assets to create better value and greater benefit to our members in accordance with Handbook section 3-7-1 SCA Investment Policy Statement.

2. Fosters long-term financial stability through careful and prudent investments.

3. Advises on the fiscal impact of the organization's current programs, and those that are planned for the future.

4. Advises and coordinates with the various committees, particularly the Development Committee, on matters of financial import.

4/02 laj, 3/06 Board, 6/09 jmw, 7/2016 llc, 01/2017 llc, 04/2019 llc

3-9-1
SCA Investment Policy Statement

Purpose

This Investment Policy Statement outlines the objectives, guidelines, performance expectations, and administrative expectations for the management of assets for the Society of California Archivists (SCA). These objectives have been established to provide the SCA Board of Directors with a meaningful framework for evaluating SCA's portfolio management in order to meet their fiduciary responsibility to prudently monitor SCA's investments. It is the intent of this Policy Statement to express general guidelines, attitudes and a philosophy aimed to guide members of the Finance and Investment Committee and other investment advisors. It is also intended that the policy be sufficiently specific to be meaningful, but flexible enough to be practical.

Procedures

The following procedures will be followed to ensure the Investment Policy Statement is consistent with the current mission of SCA and adequately reflects the current financial condition of SCA. It is understood that this policy has been approved and adopted by the SCA Board of Directors.

1. The Board of Directors shall review the policy during the second year of each Treasurer's term (biennially) and inform the Finance and Investment Committee of any changes in SCA's strategic aims that may require alterations in SCA's investment plans. This review cycle will begin in 2017.

2. Complete investment guidelines, including acceptable investments, risk exposure limits, comparison benchmarks, and reporting expectations will be established and outlined in this document.

3. An investment advisor may be periodically retained to assist the Finance and Investment Committee in managing assets covered by this policy. The Finance and Investment Committee will interview and recommend hiring to the SCA Board of Directors. The Board of Directors will approve the recommendation.

Responsibilities of the Finance and Investment Committee

The Finance and Investment Committee recognizes that the SCA Board of Directors maintains fiduciary responsibility for the organization, and that their own role is advisory in terms of investment strategy and policy. The Finance and Investment Committee responsibilities are outlined in the SCA Handbook, section 3-7.

The specific responsibilities of the Finance and Investment Committee in the investment process include and are limited to:

1. Communicating the Board's projected financial needs to an investment advisor;

2. Participating in developing and monitoring sound and consistent long-term investment policy guidelines;

3. Establishing reasonable investment objectives;

4. Monitoring and evaluating performance results to assure that policy guidelines are being adhered to and that those objectives are being met;

5. Ongoing monitoring of the Investment Policy Statement to assure its consistency and relevance with the current activities and financial condition of SCA;

6. Advising on the fiscal impact of the Society's current programs, and those that are planned for the future.

Investment Guidelines

Investment objectives, risk levels, and general guidelines are described in this document. It is understood that the Board of Directors is responsible for the implementation of, and adherence to, the policies and objectives set forth in this document.

A. Measured Period: For purposes of measuring a rate of return over a market cycle, the measured period shall be between three and five years.

B. Fiduciary Standards: Investment of the long term portfolio shall be prudently diversified in terms of asset classes and broad market sectors. The Society's assets are to be invested and managed in accordance with generally accepted standard of fiduciary responsibility. The safeguards which would guide a prudent investment manager are to be strictly observed. All transactions utilizing assets are to be undertaken for the sole benefit of SCA.

C. Volatility of Return: The goal of SCA's long term investments is to produce returns that exceed inflation by 5% per year with an acceptable level of risk. The SCA Board of Directors understands that the current long-term portfolio asset allocation has a high probability of depreciating in any single year. Given that the overall portfolio has a long-term horizon, a prudent amount of short-term risk is acceptable to the SCA Board of Directors.

D. Permissible Investments: The Society's assets may be invested only in publicly-traded common and preferred stocks, convertible bonds, and fixed-income securities, whether interest-bearing or purchased at discount, including money-market instruments, subject to any restrictions hereinafter specified. This investment can be in the form of direct investment in the stock market, or indirect investment via mutual funds. No other securities or instruments shall be presumed to be permissible investments without an amendment to this Policy.

E. Equity Portfolio Characteristics: The Society's assets invested in equity securities shall, as a group:

1. Have a volatility, or risk level measured as beta, not exceeding that of the overall stock market as measured by the S&P 500 Index;

2. Be sufficiently diversified so as to moderate risk, but not so excessive as to preclude attainment of optimal results.

F. <u>Fixed Income Portfolio Characteristics:</u> The Society's assets invested in fixed income securities shall, as a group:

1. Have a weighted average maturity as measured by their market value between 2 and 10 years;

2. Have a maximum maturity of any individual issue of not more than 20 years;

3. Have an average portfolio quality as measured by market value of "A" or better as rated by Standard and Poors;

4. Have no fixed income security rated at less than "B" grade by Standard and Poors;

G. <u>Foreign Securities:</u> Investment in any securities whose issuer is a foreign corporation, government, or government entity shall be limited to no more than 10% of the total managed portfolio. Foreign equity investments shall include only those securities traded on principal U.S. stock exchanges.

H. <u>Asset Diversification:</u> The Society's investments will maintain a reasonable diversification at all times. No more than 5% of the Society's assets will be invested in a single company. No more than 15% of the entire portfolio may be invested in the securities of any one sector.

I. <u>Investments and Transactions Which Are Not Permitted:</u>

1. Commodities and Futures Contacts
2. Private Placements
3. Options
4. Limited Partnerships
5. Venture-Capital Investments

<u>Investment Allocations</u>

Investment Objective & Risk Profile: Current income with a defensive bias.

Investment Objectives:
1. Preservation of Capital
2. Moderate growth offering liquidity with limited risk exposure
3. Optimize investment return within constraints of the policy

Overall Allocation	Minimum	Target	Maximum
Fixed Income	50%	70%	90%
Equities	0%	20%	40%
Cash & Equivalents	$20,000	10%	20%
Operating Reserves	n/a	n/a	n/a

Benchmark: TBD

Acknowledgment:
The Finance and Investment Committee of the Society of California Archivists drew heavily from the 2015 draft of the Midwest Archives Conference Investment Policy Statement for this document.

01/2017 llc, 04/2019

3-10
Local Arrangements Committee: Annual General Meeting

General Description

The Local Arrangements Committee works in coordination with the Program Committee and is responsible for site selection and all physical arrangements, or virtual platform and online arrangements, of the Annual General Meeting (AGM). The cycle of site selection should begin two years prior to an AGM.

Composition of the committee and terms of office are defined in Handbook section 3-1 and governed by the Bylaws.

Three staggered term chairs will be selected for the Local Arrangements Committee and will serve in the following capacities:

- Junior chair (Year One): Responsible for Site Selection and assists the Senior chair with hotel contract negotiations and AGM physical arrangements.
- Senior chair (Year Two): Responsible for hotel contract negotiations and LAC physical arrangements. Also provides guidance/support to the Junior chair on site selection.
- Advisory chair (Year Three): Provides support/guidance to the Senior and Junior chairs on all aspects of site selection, hotel contract negotiations, and AGM physical arrangements as needed.

The Junior and Senior chairs should not be from the same part of the state (e.g., North and South), if possible.

Responsibilities

General responsibilities are outlined in Handbook section 3-1.

Related to site selection for AGM:

1. Selects a representative sampling of two to four hotels in the location designated by the Board. Possible hotels can be ascertained by contacting the city's Convention and Visitors Bureau or be suggested by Board or other SCA members.

2. Visits each potential site. Board or other SCA members may be invited to visit sites with the Chairs.

3. Evaluates each potential site according to the AGM Site Selection Checklist (see relevant Handbook section).

4. Prepares a comprehensive report on each site for the Board. Includes evaluations of all the criteria in the Checklist as well as brochures or other materials provided by the sites. Presents the report to the Board no later than the Fall meeting a year and a half prior to the AGM (i.e. Fall 2009 for the 2011 AGM; Fall 2010 for the 2012 AGM, etc.). The Board will be requested to approve a specific hotel.

5. Informs the hotel of the selection and turns over finalizing and signing of the meeting contract to the SCA President. The Chair will contact the Local Arrangements Committee and inform members of the hotel contacts, and any pertinent information. The hotel will be informed of the Local Arrangements Committee contacts. The selected city and hotel site shall be announced at the AGM Members Meeting, in the SCA Newsletter, and posted on the SCA website.

Related to physical arrangements of the AGM:

1. Maintains close ties and coordinates with the Program Committee.

2. Serves as primary liaison with the conference hotel staff, arranging for meals, coordinating meeting room space, relaying audiovisual and room setup requirements, etc.

3. Investigates carefully conference hotel add-on charges (i.e. taxes, services audiovisual equipment, and meeting rooms) so that these costs are fully taken into account in the AGM budget.

4. Consults with Program Committee Chair and the Board about tours, special events, exhibits, or other meeting activities.

5. Prepares text for the AGM program related to Local Arrangements details.

6. Coordinates the creation and distribution of the AGM program (printed and electronic).

7. Assists the Development Committee on securing exhibit space for vendors.

8. Develops and carries out publicity plan to promote the AGM.

9. Creates and distributes registration materials to the membership at least thirty (30) days before the AGM. Responds to requests from individuals who have not renewed their membership for AGM registration by referring the individuals to the Membership Director.

10. Staffs the registration desk at the AGM and prepares related materials, including name badges, registration packets, local area information, etc.

11. Creates, distributes, and collects evaluation forms at the AGM.

12. Approves bills for payment and forwards them to the Treasurer. *Note: Bills should not be sent directly to the Treasurer from the vendor.*

13. Communicates with the SCA Treasurer to make sure that Local Arrangements Committee AGM budget figures match the Treasurer's.

14. Submits a final report to the Board no later than the Board's next quarterly meeting. This report should include commentary, budget and expenditures, suggestions, copies of promotional literature and publicity, analysis of information gleaned from evaluation forms, etc. Copies of this report should also be sent to the succeeding year's Local Arrangements Committee Chair and Program Chair.

15. Reviews and makes recommendations for changes to the Local Arrangements section of the Handbook as needed.

16. Chair sends letters of thanks to Local Arrangements Committee members and institutions or organizations when appropriate.

17. Forwards non-current records to SCA archives at the time of the Committee's dissolution. This should include a copy of the Committee's report and a printed program.

Related to virtual arrangement of the AGM:

1. Maintains close ties and coordinates with the Program Committee.

2. Identifies platform to host virtual meeting.

3. Consults with Program Committee Chair and the Board about tours, special events, exhibits, or other meeting activities.

4. Prepares text for the AGM program related to Local Arrangements details.

5. Coordinates the creation and distribution of the AGM program (printed and electronic).

6. Assists the Development Committee with the silent auction or other fundraising plan as needed.

7. Develops and carries out publicity plan to promote the AGM in coordination with the Communication and Outreach Committee.

8. Creates and distributes registration materials to the membership at least thirty (30) days before the AGM. Responds to requests from individuals who have not renewed their membership for AGM registration by referring the individuals to the Membership Director.

9. Creates, distributes, and collects evaluation survey at the AGM.

10. Approves bills for payment and forwards them to the Treasurer. Note: Bills should not be sent directly to the Treasurer from the vendor.

11. Communicates with the SCA Treasurer to make sure that Local Arrangements Committee AGM budget figures match the Treasurer's.

12. Submits a final report to the Board no later than the Board's next quarterly meeting. This report should include commentary, budget and expenditures, suggestions, copies of promotional literature and publicity, analysis of information gleaned from evaluation forms, etc. Copies of this report should also be sent to the succeeding year's Local Arrangements Committee Chair and Program Chair.

13. Reviews and makes recommendations for changes to the Local Arrangements section of the Handbook as needed.

14. Chair sends letters of thanks to Local Arrangements Committee members and institutions or organizations when appropriate.

15. Forwards non-current records to SCA archives at the time of the Committee's dissolution. This should include a copy of the Committee's report and a printed program.

Annual General Meeting (AGM) Cancellation

Requests to cancel your registration must be submitted in writing to the Local Arrangement Committee Co-Chairs (emailed requests are accepted). Refunds are issued under the following conditions:
- At least 3 weeks before the first scheduled date of the AGM: full refund.
- Less than 3 weeks before the first scheduled date of the AGM: 50% refund.
- Less than 1 week before the first scheduled date of the AGM: not eligible for refund

See SCA Handbook section 2-5-11 for SCA's full Cancellation and Refund Policy.

10/89 nlb, 05/93 dmc, 06/93 bh, 01/06 jlm, 06/09 jbr, 10/2017 llc, 01/2018 llc, 04/2019 llc, 05/2019 llc, 06/2020 mh, 05/2021 mh

3-10-1
AGM Budget/Financial Report Format

			20XX Actual	20XX +1 Projected	20XX - 1 Actual	Details
PROGRAMS						
	AGM/Local Arrangements					
		Sponsors (Donations)				
		Exhibit Space				
		Meals				
		Program Advertisements				
		Registration				
		T-shirts				
		Tours				
	Total AGM/Local Arrangements					
Total PROGRAMS						
PROGRAMS - AGM Local Arrangements						
		A/V Rental & Set-up fees				
		Coffee Breaks				
		Meals				
		Program Printing				
		Receptions				
		Copying				
		Postage				
		Supplies				
		T-shirts				
		Tours/Transportation				
	Total AGM/Local Arrangements					
		A/V Rental				
		Total Pre-Conference Costs				
	Credit Card Service Fees					
	On-line Registration Fees					
	Total Outside Fees					
COMMITTEE EXPENSES						
	AGM Local Arrangements					
		Committee Travel				
	Total AGM Local Arrangements					
		TOTAL EXPENSES				

6/09 jbr; 01/2018 llc, 04/2019 llc

3-10-2
Local Arrangements Checklist

Program Committee

        Maintains close ties and coordinates with the Program Committee.

        Chair(s) of both the Local Arrangements and Program Committees should communicate and consult with each other regularly.

        Consults with Program Committee Chair and the Board about tours, special events, exhibits, or other meeting activities. Coordinates transportation needs to off-site locations and events when appropriate.

Conference Hotel

        Serves as primary liaison with the conference hotel staff.

        Reviews contract signed with hotel to ensure contract agreements are met. Considers cost-efficient meal options and adjusts registration and/or meal fees accordingly. Coordinates with hotel staff to determine meal options and timing. Coordinates meeting room arrangements for Board and committee meetings, pre-conference workshops, conference sessions, meals, plenary addresses, and other events. Coordinates with the Program Committee to identify rooms where sessions or events will be held which need audiovisual and other room setup requirements.

        Investigates carefully conference hotel add-on charges (i.e. taxes, services audiovisual equipment, and meeting rooms) so that these costs are fully taken into account in the AGM budget, clarifying and calculating costs as much as possible in advance.

Conference Program (Printed and electronic)

        Prepares text for the AGM program related to Local Arrangements details. Coordinates the creation and distribution of the AGM program in both printed and electronic forms. Has printed copies of final program available on-site at the AGM.

Financial Considerations

        Approves bills for payment and forwards them to the Treasurer.

        In consultation with the Program Committee and the Treasurer, and with the approval of the SCA Board, creates the AGM budget.

Publicity

        Develops and carries out publicity plan to promote the AGM.

        Creates and distributes registration materials to the membership at least thirty (30) days before the AGM.

During the AGM

        Staffs the registration desk at the AGM and prepares related materials, including name badges, registration packets, local area information, etc.

Creates, distributes, and collects evaluation forms at the AGM.

Coordinates silent auction/education endowment prizes and event(s) with Development Committee.

Acts as liaison with Program Committee and hotel staff to ensure on-site needs are met.

Post-AGM Tasks

Submits a final report to the Board no later than the Board's next quarterly meeting following the completion of the AGM.

Reviews and makes recommendations for changes to the Local Arrangements section of the Handbook as needed.

Local Arrangements Committee Chair(s) sends letters of thanks to Local Arrangements Committee members and institutions or organizations when appropriate.

Forwards non-current records to SCA archives at the time of the Committee's dissolution. This should include a copy of the Committee's report, a printed program, and special artifacts or publications related to the AGM.

3-10-3

Local Arrangements Calendar

First Quarter (July-September)

☐ Co-chairs meet to develop strategy for administering committee

☐ Co-chairs recruit and finalize committee members, and designate members' tasks

☐ Co-chairs review hotel contract and meet with hotel event coordinator on site

☐ Send "Save the Date" announcements via the WestArch Listserv and SCA Newsletter, and post the announcement on the SCA website

☐ Build LAC wiki to facilitate communication and record sharing, and track LAC progress

☐ Tour potential venues for Opening Reception and obtain proposals

Second Quarter (October-December)

☐ Begin regular communications with Program Committee Chair

☐ Confirm requirements related to Silent Auction, vendor exhibits, workshops, program/sessions, membership meetings, Board meetings, and luncheons to begin determining room requirements, refreshments, and AV needs (and their budgetary implications)

☐ Narrow Opening Reception venue and meet on site with event planner and venue host to discuss details; Board president signs contract

☐ Obtain catering proposals and recommend to the Board a caterer for Opening Reception; Board President signs contract

☐ Explore needs and options for transportation between hotel and Opening Reception

☐ Work with Development Committee to estimate vendor/sponsor income

☐ Develop LAC budget in consultation with Program Chair, SCA Treasurer, and possibly Education Co-chair

☐ In collaboration with Program Committee select AGM theme

☐ LAC and Program Committee submit images and articles to the SCA Newsletter promoting the AGM and the host city

Third Quarter (January-March)

☐ Populate SCA AGM web pages

☐ Activate online workshop registration, AGM registration, and hotel guest reservations

☐ Develop map of repositories in an around host city that are willing to provide tours (using Google Fusion)

☐ Create password protected online environment for ride share sign ups (using SignUpGenius)

☐ Finalize transportation between hotel and Opening Reception venue; Board president signs contract

☐ Develop publicity plan in collaboration with Program Committee

- ☐ Publicize map of repositories, points of interest, and ride share site via SCA Newsletter
- ☐ LAC or Program Committee Chair sends periodic AGM-themed announcements to the WestArch listserv
- ☐ Post periodic AGM-themed announcements to the SCA Facebook page
- ☐ Obtain historical images and create printed program in collaboration with the Program Committee
- ☐ Complete walk through of hotel meeting rooms with hotel event coordinator and add rooms if needed to accommodate vendor exhibits, coffee breaks, and expected number of attendees; finalize room configurations
- ☐ Obtain audiovisual requirements from speakers and contract with AV vendor (Glastonbury)
- ☐ Order lanyards (sponsored by vendor) and Welcome Bags (with Deluxe Sponsors' logos imprinted on them)

Fourth Quarter (April-June)

☐   Obtain relevant flyers and silent auction donations from host city visitors bureau

☐   Monitor hotel guest room reservations; work with hotel admin to increase number of rooms offered at SCA discount if necessary; arrange complimentary rooms for people designated by Board

☐   Create printed and online AGM survey/evaluation (using PollDaddy)

☐   Monitor online registration to estimate session attendance

☐   Recruit volunteers and staff Registration Table

☐   Coordinate with Education Committee on staffing Registration Table for workshops

☐   Confirm menus and headcounts for luncheons, coffee breaks, and Opening Reception

☐   Revise plan for Opening Reception set up if necessary (e.g. from outdoors to indoors)

☐   Finalize Gourmet Night venues, professionally print promotional sign, organize sign ups, make restraurant reservations, and host event

☐   Professionally print directional signs for sessions, Registration Table, Opening Reception, and New Members Mixer

☐   Prepare Welcome Bags, registration packets, and name badges

☐   Oversee all aspects of workshops and AGM events (sessions, vendor exhibits, luncheons, audiovisual set up, Opening Reception, etc.)

☐   Send thank you notes to appropriate persons

☐   Make "printed program" available online

☐   Submit article summarizing AGM to SCA Newsletter

☐   Prepare final report for summer Board meeting

☐   Update documents on LAC wiki for future reference

06/13 tep, 01/2018 llc, 04/2019 llc, 05/2019 llc

3-10-4
Site Selection Checklist

NAME OF SITE:

ADDRESS OF SITE:

CONTACT PERSON (name and title):

CONTACT PERSON PHONE NO. AND EMAIL:

When visiting the site, please check the following:

Guest Rooms
- View room and observe if clean and attractive
- Verify cost of room (same price single or double?)

Meeting Rooms
- View spaces for each of following
- Discuss set-up – is there any problem with below?

Thursday
- Classroom set-up for workshop – 30 people
- Conference room set-up for SCA Board meeting - 10 people in a.m.; 35 in p.m.
- Space (outside or inside) for Opening Reception - 200-250 people
- Registration in lobby area - flow

Friday
- Registration in lobby area – flow
- Exhibits in lobby area or in a room – flow
- Theater set-up for Keynote Address – 250-300 people
- Coffee Break in lobby – 200 people
- 3 Break Out Sessions in a.m. (classroom or theater set-up?) – 75-100 people
- Awards Lunch (round tables) – 200-250 people (can also take place on Saturday, depending on speaker availability, site characteristics, etc.)
- Theater set-up for Members Meeting – 75-100 people
- Coffee Break in lobby – 200 people
- 3 Break Out Sessions in p.m. (classroom or theater set-up?) –75-100 people

Saturday
- Registration/Exhibits in lobby area – flow
- 3 Break Out Sessions (classroom or theater set-up?) – 75-100 people
- Coffee Break in lobby – 100-125 people
- 3 Break Out Sessions (classrooms or theater set-up?) – 75-100 people

- Awards Lunch (round tables) – 200-250 people (can also take place on Friday, depending on speaker availability, site characteristics, etc.)
- SCA Board Meeting (conference set-up) – 10 people

- Verify the conditions under which space (meeting rooms, reception/lunch rooms, registration/exhibit/break areas, etc.) is complimentary. If we don't meet the conditions, what is the cost?

Audio-Visual

- What equipment can they provide?
  - projectors
  - screens
  - podiums
  - microphones
  - other
  - Internet access
- What do they charge for the rental of each piece of equipment?
  - projectors
  - screens
  - podiums
  - microphones
  - other
  - Internet access
- Can we bring our own equipment without a fee from the hotel?

Meals

- View space for luncheon banquet and reception.
- Do the meals appear like they would be tasty and somewhat reasonable in price?
- Is there a vegetarian option for meals?
- Discuss pricing for:
  - Reception food and drink (no-host bar)
  - Luncheon banquet
  - Morning break (Danish and coffee/tea)
  - Afternoon break (Cookies/brownies and Coffee/tea/sodas)

Parking

- What is cost of parking for meeting attendees who are not hotel guests?
- What is cost of parking for hotel guests (each 24 hour period)?
- Do hotel guests have in-and-out parking privileges?

<u>General</u>

- Is hotel pleasant, clean, and attractive?
- Does it appear that the sales and banquet staff will be easy to work with?
- Will our group be assigned someone to work with and go to with problems/needs during the meeting?
- Are the hotel surroundings attractive and interesting?
- Are dining, shopping, and entertainment facilities
    - Within walking distance?
    - Within easy driving distance?
    - List some major examples
- Is there a complimentary airport shuttle?
- During what hours of each 24 hour period does shuttle operate?
- List airport(s) for which shuttle is complimentary:
- Is there a complimentary shuttle to other nearby attractions (shopping, entertainment)?
- During what hours of each 24 hour period does shuttle operate?
- List attractions for which shuttle is complimentary
- Insurance

<u>Rate this hotel</u>

- Do you think this hotel would be a good place for the AGM?
- Strengths?
- Weaknesses?
- General Comments

2005 lg/gc, 6/09 jtm, 06/2017 llc, 10/2017 llc, 04/2019 llc, 05/2020 mh

3-10-5
LAC Compensation Guidelines

General Description

The Local Arrangements Committee (LAC) is responsible for all Annual General Meeting (AGM) physical arrangements, including the hotel contract, meeting spaces, catering, A/V contract/logistics, allied event venues, online/on-site registration, publicity, tours, and post-AGM wrap-up/evaluation.

LAC is arguably the most labor-intensive committee within SCA, requiring an immense amount of work by the co-chairs and their committee members over a twelve-month period. There is a steep learning curve for the LAC co-chairs, and the role requires a level of commitment and aptitude far beyond what is typically required of other SCA committee chairs. LAC co-chairs/members also devote a considerable amount of their time onsite at the AGM to ensuring that the event runs smoothly and successfully.

As an organization committed to fair and equitable labor practices, SCA is committed to compensating LAC for their contributions to the AGM by providing financial assistance with registration fees, travel costs, and hotel accommodations.

Compensation Guidelines

- Any and all compensation is at the discretion of the Board and based on the availability of funds.
- Compensation is only available if these AGM-related expenses are not already covered by the LAC member's employer.
- Compensation is delivered in the form of waived/reduced fees and reimbursement for approved costs; direct financial compensation will not be provided.

LAC Co-chair (Senior/Junior only) Compensation:
- AGM full registration fees will be waived
- Reimbursement of up to $300 for travel to/from the AGM
- Comped room night(s) at the AGM host hotel (based on the availability of comped rooms allotted through the AGM hotel contract)

LAC Committee Member (Registration) Compensation:
- AGM full registration fees will be waived

LAC Committee Member (All others) Compensation:
- AGM full registration fee will be discounted up to $100
- Total discount for all other committee members combined shall not exceed $1,000 and will be distributed evenly amongst the committee

LAC Registration Desk Volunteer Compensation:
- Free one-year individual membership to SCA for volunteers serving on the registration desk at the AGM for at least three hours.

06/2020 mh

3-11
Membership Committee

General Description

This standing committee surveys the current interests and concerns of the membership, encourages participation in SCA activities and programs, and solicits new members.

Composition of the committee and terms of office are defined in Handbook section 3-1 and governed by the Bylaws. The committee is chaired by the Membership Director. In the absence of an active committee the Membership Director takes on the committee's responsibilities. See also Section 2-7: Membership Director.

Responsibilities

General responsibilities are outlined in Handbook section 3-1.

1. Solicits new members among individuals and organizations, and encourages participation by members in the activities of SCA.

2. Contacts non-renewals to encourage them to renew their memberships. In discussing the advantages of SCA membership, the following points might be made:

   a. Only members are eligible for member registration rates at Annual General Meeting (AGM) and other programs

3. Collects membership brochures from other similar organizations. Submits for Board approval any changes in the format of the brochure.

4. Provides copies of the current membership brochure to the Outreach and Publicity committee for SCA functions when requested.

5. Oversees membership surveys to monitor shifts in member interests and concerns when requested by the Board. Findings are reported to the Board and then to the membership via appropriate print or electronic communications. Survey topics are set and approved by the Board. The Membership Committee works with other committees, as needed, to produce, assess, and report survey results.

6. Assists with the planning of new member events at the Annual General Meeting.

7. Assists with the management of the online membership database and related projects pertaining to membership as needed.

4/90 nlb, 5/91 nlb, 8/92 dmc, 5/93 dmc, 10/05 lo, 1/10 lo, 4/13 em, 04/2019 llc, 02/2020 mh

3-11-1
Vice Chair for Member Activities

General Description

 The Vice Chair for Member Activities will serve on the Membership Committee. This volunteer position will coordinate member-initiated events, assist in the development of local or regional social networking chapters within the Society of California Archivists (SCA), and act as the contact for event planners or chapters within SCA.

Member-initiated events may be proposed and organized by individual member volunteers, or by informal local chapters of SCA. Chapter development will be determined by the concentration of members in a designated geographic area, and local interest. Regional chapters will be encouraged to form with the goal of organizing and carrying out local events. Events may include social gatherings that are structured or unstructured, planned or spontaneous, as members see fit. Activities can include gatherings at local restaurants, museums, and other recreational venues. More structured professional development events with speakers or panels may also be presented, with support as outlined in SCA's Member-Initiated Events program.

The Vice Chair for Member Activities will serve as the contact person for any member or regional chapter that wants to organize a local event with SCA support. The Vice Chair will forward proposals or enquiries to the Board, communicate between the Board and local organizers, and maintain brief records and reports regarding sponsored events.

The Vice Chair for Member Activities is appointed by the Membership Director and approved by the President.

Responsibilities

1. Coordinate communication around member-initiated events with organizers.
    a. Receive, review, and forward proposal forms to Board.
    b. Communicate approval, budget, and any Board requests to organizer.
    c. Assist organizer in finding additional volunteers if requested.
    d. Forward organizer's event announcement and reminders to the official SCA membership email list and to the ECC to be posted to SCA social media forums.
    e. Establish any honorarium or other payment details, and request check or payment from Treasurer before event.
    f. Receive sign-in sheet from organizer after the event.
    g. Receive reimbursement receipts and forward to Treasurer.
    h. Send "thanks for attending" and "consider joining SCA" email to attendees after event, on behalf of SCA.
    i. Receive brief informal event report from organizer, and forward to Board.

2. Assist Membership Committee in development of new informal regional social

networking chapters across California.

3. Solicit ideas for regional activities from SCA members, and present summarized ideas to the SCA Membership Committee.

4. Communicate with regional chapters to encourage interest and participation and to propose new events or activities.

5. Help regional chapters to coordinate implementation of events by assisting regional Chapter Coordinators with member event registration, set-up, and support.

6. Act as point of contact for the regional Chapter Coordinators to the SCA Membership Committee and SCA Board.

7. Provide information to the SCA to be used on regional chapter web pages to disseminate information and facilitate local communication.

8. Assist Membership Committee with member needs assessment.

3-12
Nominating Committee

General Description

The Nominating Committee solicits candidates for the SCA Board of Directors and prepares a slate of candidates for offices falling vacant within a given year.

The three member committee is chaired by the Immediate Past President. The procedure for selection of the Nominated Committee members and terms of office are described in Bylaws IV.3, IV.5, IV.6, and VII.3.

Responsibilities

General responsibilities are outlined in Handbook section 3-1.

1. Discuss responsibilities, procedures, and possible candidates as a committee in the fall.

2. Solicits suggestions of potential candidates from the membership via the *Newsletter*, the web site, listervs, and emails to the membership.

3. Consults candidate suggestions received from membership, along with suggestions received over the preceding two (2) years, so that three (3) years of suggested names are considered by the Committee in preparing the slate of candidates. The outgoing Chair of the Nominating Committee is to pass to the incoming Chair the collected list of names suggested and the various forms (nominating, candidate statements) to be updated each year for the current Committee's use. Nominating Committee members may also propose names of candidates, and the Board should also be informally consulted for a list of suggested potential candidates.

4. Contacts potential nominees, explains to them the duties and terms of office for which they are being considered; is prepared to answer questions potential nominees may have, and allows adequate time for the potential nominees to arrive at a decision to run. Refers nominees to Handbook for description of officer duties.

5. Selects candidates considering the following:

    a. Try to ensure that both the northern and southern regions of the state are represented by at least one (1) Board member

b. Solicit candidates from as wide a variety of membership interests as possible, such as large and small institutions, archives and manuscripts collections, and public and private institutions.

c. Confirm membership status of potential candidates with Membership Director. Candidates *must* be current members. (See also item 9 below, for guidelines.)

6. Requests a statement of intent or poses a question that must be answered by each Board candidate. Candidates' responses to the questions will be forwarded with the ballots to the membership. Examples of sample questions:

a. President: In what direction do you see the Society moving in the next decade? What role should the Society play on a statewide and national basis?

b. Board of Directors: What are your immediate concerns about the Society, and what projects would you like to see accomplished during your term? How might we structure the Society to encourage increased member involvement?

c. Treasurer or Secretary: What skills do you possess that are particularly applicable to the position?

d. All positions: Please detail your efforts to integrate equity and inclusion practices into your work and any plans you may have for this as [position title].

7. Sends each candidate a candidate statement form to be completed and returned (Handbook 3-11-2).

8. Prepares the slate of candidates and sends it, along with candidate biographical forms and statements, to the Election Committee by January 31st. In preparing the slate, the following points should be kept in mind:

a. If possible, more than one (1) candidate should be listed for each office.

b. The office of President should not be listed as an elective position. The Vice President automatically succeeds the President after one year.

c. Advises the Election Committee to provide blank space on the ballot for write-in votes for all offices (Handbook, 3-5-2)

9. Recommended Nomination Guidelines for SCA Officers and Directors
Two areas of consideration: (a) individual participation in professional and Society activities, and (b) Society needs and representation.

a. Individual participation

i. Individual member in good standing (no past dues or interruption in

membership) for the past three years.

    ii.   Attendance at two of the last three annual meetings.

    iii.   Any combination of several of the following:

1. Service on a standing or *ad hoc* committee for one full year (preferably as chair).

2. Services as SCA liaison to an affiliated group (i.e. Society of American Archivists, American Records Management Association, California Historical Records Advisory Board, etc.)

3. Monitoring related legislative, task force or preservation-oriented actions and reporting to the membership.

4. One year as *Newsletter* editor.

5. Local Arrangements Committee member for an Annual Meeting (preferably as chair)

6. Local Arrangements for a workshop.

7. Participation in an Annual Meeting or workshop as either chair of a session or speaker.

8. Related published work.

9. Service to the profession, through or on behalf of, allied professional organizations.

b. Society needs and representation (considerations to maintain balance within the Board of Directors)

    i.   The individual's field of expertise

    ii.   Regional representation.

    iii.   Size and type of institution or affiliation.

In addition, it is advisable that candidates for Vice President have previous service on the Board or as chair of an active committee or task force.

3-12-1
Calendar: Election and Nomination Committees

Please see Handbook section 3-6-1.

10/2017 llc, 04/2019 llc

Society of California Archivists
Candidate's Statement for 20XX Election

Candidate for: [position]

Years: [duration of term]

Name:

Institution:

Professional Background (begin with current position and areas of responsibility, and
 briefly summarize duties):

Educational Background (degrees and other applicable training):

Professional Affiliations (list organizations, dates and extent of your involvement, e.g., SCA
 activities, memberships, committee work):

In 300 words or less, please answer the following question: [insert question here]

8/85 rln, 4/90 nlb, 5/91 nlb, 5/93 jba, 4/94 ppa, 6/09 jbr, 06/2017 llc, 04/2019 llc

3-12-3
Candidate Suggestion Form
20XX Election

The Nominating Committee can make use of a print or online form in order to solicit
nominations for the elections slate. Nomination forms should include the following fields:

1. Nomination deadline
2. Name of Nominee
3. Nominated for: [position]
4. Nominee's previous SCA service
5. Name of nominator

The form should also state all nominees must be SCA members in good standing (no
unpaid past dues, or interruption in membership for the past three years), and that
information about the various positions and their responsibilities can be found in the
SCA Handbook, sections 3-11 and 3-11-4.
(http://www.calarchivists.org/About_SCA/Handbook_Bylaws.)

10/05 jlm, 06/09 jbr, 06/2017 llc, 10/2017 llc, 04/2019 llc

3-12-4
Responsibilities of SCA Officers and Board of Directors

This summary was created for distribution to potential nominees for positions on the SCA Board.

Board of Directors

The Board of Directors, composed of the four officers and three other directors, constitutes the governing body of the Society.

President

The President serves as leader of the society, prepares agendas for and presides at quarterly Board of Directors meetings and the Annual Members Meeting held at the Annual General Meeting (AGM), serves as an ex officio member of all committees and appoints committee chairs, except the Nominating Committee, with Board of Directors approval.

At the conclusion of the President's one-year term, they become Nominating Committee Chair for the following year and for that same year remains on the Board as Immediate Past President.

Vice President

The Vice President assists the President and stands in for them as required. The Vice President serves as Program Chair for the society's AGM. In this capacity they appoint and chair a committee to plan and present the Annual General Meeting. The Vice President conducts an audit of the Society's accounts as set forth in Bylaws IV.2. The Vice President holds office for one year and automatically succeeds to the presidency the following year.

Secretary

The Secretary is entrusted with correspondence and recording for a two-year term. They keep the Minutes of Board of Directors and Members Meetings, maintain copies of all reports and business transacted by Board of Directors, and report to Board of Directors at each meeting.

Treasurer

The Treasurer serves a term of two years. They are responsible for making all necessary and approved collections Responsibilities of SCA Officers and Board of Directors and expenditures and for keeping complete written records of all financial transactions of the society. The Treasurer prepares an annual budget, a quarterly report to Board of Directors, and an annual report to the membership. Other responsibilities of the Treasurer include advising Board of Directors on financial matters, filing yearly tax-exempt reports to the IRS, and reimbursing Board of Directors and other members for approved expenditures.

Membership Director (As of 1995)

The Membership Director is that member of the Board of Directors designated to recruit new members to the society, to maintain official membership roll, send packets of information to new members, and to maintain the membership mailing lists and labels. The Membership Director provides a set of mailing labels to SCA committees on request and to non-SCA members on payment of appropriate fee; produces quarterly membership reports and an annual Membership Roster; and reports to the Board.

Directors

Each Director serves a term of two years. It is the responsibility of Directors to attend quarterly meetings of Board of Directors and to participate actively in the work of the society and its committees. Specific duties/responsibilities may be assigned by the President.

Reimbursement of Expenses

Travel expenses for three of the four yearly Board of Directors meetings are reimbursed by the Society; travel to the Board of Directors meeting held in conjunction with the AGM is not reimbursed, since it is expected that anyone in a service position to the Society will attend the annual meeting. However, one hotel night at the AGM may be reimbursed if an extra night's accommodation is necessary for Board meeting attendance. The Board of Directors members may also request reimbursement for photocopying, telephone calls, and postage used for Society business; and for other expenses with the Board of Directors approval.

3-13
Program Committee

General Description

The Program Committee plans and presents the Annual General Meeting (AGM) in the spring. Except for joint annual conferences with affiliated organizations, the meetings should alternate between the northern and southern parts of the state. The committee works in coordination with the Local Arrangement Committee.

Composition of the committee and terms of office are defined in Handbook section 3-1 and governed by the Bylaws. The Program Committee Chair is normally the Vice President, or an individual appointed by the President with the approval of the Board. The Education Chair or representative serves as an *ad hoc* member of the Program Committee. The Vice President/Program Chair serves as an *ad hoc* member of the Education Committee.

Any precedent-setting decisions to be undertaken by the Program Committee or any subcommittees must be approved by the Board of Directors of SCA.

Responsibilities of the Program Committee

General responsibilities are outlined in Handbook section 3-1.

1. The chair organizes the Program Committee, using names provided by the Membership Chair and individuals interested in planning programs. Ideally, the committee should be made up of SCA members from different regions of the state and who work in different types of archival repositories.

2. Submits budget of Program Committee to Board of Directors, which should include honoraria and travel expenses for special speakers (when applicable) and anticipated committee expenses. Note: Local Arrangements prepares budget of AGM.

3. Places a call for session proposals among the SCA membership and the greater archival community via the SCA *Newsletter*, the SCA web site, email announcements, and other venues as appropriate.

4. Convenes meetings of the Program Committee to plan session topics and propose speakers' names. Determines the theme (if any) of the AGM in consultation with the Program Committee members, with approval of the Board.

5. Prepares for the Fall Board meeting a preliminary AGM schedule outlining each day of the conference, including the times and length of meals, sessions, the Members Meeting (formerly known as the Business Meeting), and other events.

6. In consultation with the Local Arrangements Committee Chair, sets AGM registration fees with the approval of the Board of Directors. Registration fees

should be set to allow a reserve of $1,000-$2,000 in case registration is lower than anticipated or unforeseen costs arise.

7. Develops and builds SCA AGM web site in coordination with the Communications and Outreach Committee.

8. Meets Local Arrangements Committee deadlines for submission of copy for the printed program or other publicity/informational materials. Meets same deadlines for virtual event platform vendors when meetings are held online.

9. Education Committee Liaison to the Program Committee informs the Program Chair and Committee members of AGM workshops the Education Committee is arranging.

10. Engages keynote and luncheon speakers, creating Memoranda of Understanding (MOUs) when appropriate.

11. Prepares and submits to Local Arrangement Committee text for AGM printed program, including welcome, final schedule and complete session descriptions. Note: Education Committee Chair plans and provides text for pre-conference workshops, and the Local Arrangements Committee provides text for local logistics.

12. Coordinates training sessions between virtual event platform vendor and all speakers and presenters when meetings are held online.

13. Sends publicity to the SCA *Newsletter* and announcements to the Communications and Outreach Committee for posting on the SCA web site and for forwarding to allied organizations.

14. The Program Committee Chair or their designee introduces the luncheon speaker, and the SCA President introduces the keynote speaker.

15. Requests and oversees disbursement of payments of authorized speaker expenses and committee expenses. Oversees that workshop material fees disbursement was requested by the Education Committee.

16. Writes official letters of thanks to speakers, Program Committee members, and to the Local Arrangements Chair.

17. Submits a final report to the Board no later than the Board's next quarterly meeting. This report should include commentary, budget and expenditures, suggestions, copies of official committee correspondence and MOUs, analysis of information gleaned from evaluation forms, etc. Copies of this report should also be sent to the succeeding year's Local Arrangements Committee Chair and Program Chair.

18. Ensure the Local Arrangements Committee includes a separate message about the

annual business meeting.

5/93 jok, 6/93 bh, 4/94 ppa, 1/06 jlm, 1/10 lo, 3/12 tep, 7/2016 llc, 10/2017 llc, 09/2018 llc, 04/2019 llc, 05/2021 mh

3-13-1
Calendar: AGM Program Planning

1-2 years ahead	The Site Selection Committee, in consultation with the Board, selects the conference hotel and signs the contract. An SCA member in the area is appointed the Local Arrangements Committee Chair.
Spring of previous year	Election of new Vice President/President-elect determines the chair of the following year's Program Committee.
AGM, one year ahead	The Program Committee Chair should network to discern session and roundtable topics of possible member interest. The chair should also invite members to join the committee. If possible, both the Program and Local Arrangements Committee Chairs should meet at the AGM, or else they should schedule a meeting to take place during the summer (preferably with the current SCA Program and Local Arrangements Committee Chairs for guidance).
Summer	Both the Program and Local Arrangements Committee Chairs should finalize their selection of committee members. NOTE: The Education Chair or representative serves as an *ad hoc* member of the Program Committee for preconference workshops.
Mid-to-Late Summer	Final Report from previous Program Committee Chair due.
Late Summer or early Autumn	Committee discuss broad ideas for AGM. What balance will there be between formal and informal sessions? What sessions and topics have been suggested by members or through previous AGM evaluations or at other professional meetings? Does an overall theme suggest itself? Identify and discuss special speakers. A call should be placed on the SCA *Newsletter* and on West_Arch by the Program Committee Chair for session proposals. Program Committee Chair should begin to prepare budgetary material for the next Board meeting (honoraria fees, anticipated uses of the SCA Speakers Fund, and anticipated Program Committee expenses).

Mid-Autumn	Fall Board meeting (includes budget review and approval for the coming year). The Program Committee should report committee ideas and direction to the Board, and share information on session topics and speakers both secured to date as well as those still under development, seeking suggestions and advice on proposed innovations. Submit proposed budget for review, including AGM registration fees. Any changes in policy must be approved by the Board.
Mid-/Late Autumn	Evaluate and select session proposals.
	Assign responsibilities to continue members/subcommittees to develop and serve as liaisons for particular sessions.
	Workshop proposals should be passed onto Education Committee.
	Special speakers should have responded to invitations to speak by now; if the first invited speakers are unable to participate then the committee should move down the list to the next choices and send out subsequent invitations.
	Send letters of confirmation to all speakers providing them with information about the conference location, date and time of their session, and their audiovisual requests. Provide them with contact information for their session moderator and their liaison to the Program Committee
	Liaisons should obtain audiovisual requests and session descriptions from speakers and workshop leaders by the end of the calendar year. Submit an article about the AGM Program to the SCA *Newsletter* to generate early interest.
Early January	Finalize program schedule and compile master list of audiovisual requests.
Late Jan. or early Feb.	Winter Board meeting. Report on finalized program to the Board. After the Board meeting, submit completed program and list of audiovisual requests to the Local Arrangements Committee Chair. Disseminate information about final program via SCA website and to membership.

March/April	Committee members prepare to troubleshoot last minute requests and challenges, including additional audiovisual requests (which should not be honored after the previously established deadline) and emergency situations which may keep speakers from participating in their sessions at the last minute (Can a replacement be found? Would the speaker send a copy of their presentation to be read or distributed at the meeting?)
May	Program Committee Chair writes thank you letters on SCA stationery to all speakers, Program Committee members, and the Local Arrangements Chair. Coordinate with the Local Arrangements Committee to have someone submit a summary article to SCA *Newsletter*.
July	Submit Final Report for the AGM.

3-13-2
AGM Program Committee Guidelines

Generally, the Program Committee is not inundated by SCA members with proposals for AGM topics and speakers. Usually, the committee must brainstorm topics, discuss possible speakers, and then engage speakers. Finally, the committee delivers the set program and all its details to the Local Arrangements Committee, which arranges the distribution and printing of the AGM printed program and related materials.

The Program Committee Chair must guide these activities, set clear responsibility and deadlines, and inform Local Arrangements of anticipated program needs. No later than one month before the AGM, the committee chair makes sure that committee members have confirmed all meeting and session details with their speakers and that the speakers have informed the committee of all AV needs and, where appropriate, lunch plans.

Some committee activities, such as brainstorming, deciding on the broad themes of the AGM, and scheduling sessions, require committee meetings. Other activities, such as following up "leads" for speakers, determining the topics of each speaker, and verifying AGM information, can be done by telephone or email. Although in-person committee meetings are ideal, past committees have also met via teleconference or electronically.

Policies and procedures

It is SCA policy to offer non-member speakers complimentary registration for the entire AGM. This does not include workshops, materials fees, or events with extra fees such as luncheons. No one has to register just to speak, but members must register if they are attending other sessions or events. In addition, SCA pays for lunch for the keynote speaker, luncheon speakers, and recipients of awards as noted in the Awards Committee section. However, the Program Committee Chair may draw from their discretionary fund to cover luncheon costs for special guests.

Generally, the Board approves a set dollar amount for discretionary use by the Program Committee Chair, and it becomes a line item under the Program Committee's budget.

The Program Committee may use monies from the Society's SCA Speakers Fund to help pay for honoraria and travel expenses to bring in keynote or luncheon speakers. Consultation with the Treasurer and the Board is encouraged to determine how much may be allocated in a given year.

The Program Committee and the Local Arrangements Committee need to stay in close contact right from the beginning, but especially as the AGM draws near. Local Arrangements will need to know the number and type of sessions planned so they can make meeting room arrangements. They will need exact, detailed session and speaker information to print in the AGM printed program. They must be informed of speakers' AV requirements well in advance.

Program Committee members should use the "Session Proposal Form" as a tool for insuring that they obtain complete, detailed information on each session, speaker, and AV needs.

Each session should have a Program Committee liaison/facilitator in addition to the session chair/moderator/commentator to take care of logistical details and help the session run smoothly. If the chair wishes, the facilitator can also write an evaluation of the session and a summary of the session for the SCA *Newsletter*.

5/93 jok, 6/93 bh, 7/94 ppa, 1/06 jlm, 3/2006 board, 1/10 lo, 10/2017 llc, 04/2019 llc, mh 12/20

3-13-3
AGM Session Proposal Form (Sample)

The 2018 Annual General Meeting (AGM) Program Committee invites submissions for workshop and session proposals for the upcoming meeting/conference of the Society of California Archivists (SCA). The meeting will include a two-day conference and a day of pre-conference workshops.

Meeting dates: April 11-13, 2018
Meeting location: Tenaya Lodge, Fish Camp, California

Please note that presenters must register and secure their own funding and may only participate in one session.

All proposals must be received by
Monday, October 16, 2017

Description of Possible Program Types:

Panel Discussion - open session with a panel of three (3) to four (4) individuals informally discussing a variety of theories or perspectives on the given topic(s)

Traditional - open session with two to three fully prepared papers of fifteen (15) minutes each and a comment and discussion period after the papers

Lightning Talks - fast-paced open session with many concise papers presented under a tight time limit, with details of the limit determined by the proposer

Alternative Format. Don't feel confined by the prescribed formats—suggest an alternative or create your own! Alternative format sessions may take a variety of forms. Examples include world café and fishbowl discussions. Propose a moderated debate offering opposing points of view, or an "experiential" format involving simulation, role play, or games to convey key principles and learning objectives. We welcome your creative ideas about how your topic might best be addressed! Proposals in this category must: 1) specify the format and session facilitator and 2) describe briefly how the format will enhance presentation of the material. You may suggest up to four presenters for the session.

Workshop - limited enrollment session that allows interaction with participants and usually teaches or refines archival skills.

Note: *All workshops will be held on Wednesday, April 11.*

The Education Committee welcomes workshop proposals on any archival topic, and particularly welcomes proposals addressing archival project management, extensible processing, born-digital archives, and outreach and marketing for archivists.

2018 SCA Annual General Meeting
Session & Workshop Proposal Form

Submit proposals electronically to:
Teresa Mora, 2018 SCA Program Committee Chair, tmora1@ucsc.edu

Deadline for proposal submission: *Monday, October 16, 2017*

1. SESSION TITLE: _____

Proposed by: _____
Institution: _____
Phone: _____
E-mail: _____

2. TYPE (chose one): ☐ Panel ☐ Traditional ☐ Workshop ☐ Lightning ☐ Other
If "Other" is selected, please describe the format:

3. PARTICIPANTS:

☐ Chair ☐ Commentator ☐ Leader

Name: _____
Institution: _____
Phone: _____
E-mail: _____
Contacted/Agreed to Participate? ☐ Yes ☐ No
SCA Member? ☐ Yes ☐ No

Name: _____
Institution: _____
Phone: _____
E-mail: _____
Contacted/Agreed to Participate? ☐ Yes ☐ No
SCA Member? ☐ Yes ☐ No

Name: _____
Institution: _____
Phone: _____
E-mail: _____
Contacted/Agreed to Participate? ☐ Yes ☐ No
SCA Member? ☐ Yes ☐ No

Name: _____

Institution: _____

Phone: _____

E-mail: _____

Contacted/Agreed to Participate? ☐ Yes   ☐ No

SCA Member?   ☐ Yes   ☐ No

4. DESCRIPTION OF PROPOSAL

A. Content description (175 words)

B. Role each of the speakers will play (150 words)

C. Audience for the session (1-2 sentences)

D. Purpose of the session (2-3 sentences)

5. AUDIOVISUAL REQUIREMENTS. Please briefly describe your A/V needs below.

PLEASE NOTE: Site fees for audio-visual equipment rental and Internet access are very high. LCD projectors and screens will be available if requested below, but other equipment needs must be fully justified. Speakers or session chairs must provide their own laptops. Hotel wi-fi will be available, but if it proves unreliable, then speakers should have an alternative means for their presentation.

Questions? Please contact Teresa Mora, SCA Program Committee Chair, tmora1@ucsc.edu or by phone 831-459-4425.

5/93 jab, 1/10 lo, 7/2016 llc, 10/2017 llc, 09/2018 llc, 04/2019 llc

3-13-4
AGM Facilitator Checklist

Complete Session Description form for session and send to Program Chair before or by the deadline set.

Send edited text to each session participant for verification or correction. Transmit all changes immediately to the Vice President/Program Chair.

Request each speaker to send a brief resume (or a few sentences of introduction) to the session chair.

Non-SCA member speakers will receive a special registration packet with a cover letter, or other notation, reminding them that registration is complimentary.

Send reminders to session chairs and speakers, specifying:
- Place of meeting
- Date and time of presentation
- Audio-visual equipment requested
- [Non-member speakers: Checking at the registration desk for their name badge and conference packet]

Arrive early for the session and check:
- Room arrangement
- Equipment
- Water and glasses
- Lighting and temperature

Introduce yourself to all the speakers so they are aware of your presence as the facilitator.

Position yourself where you can be mobile and meet speakers' needs.

Take a headcount of attendees.

Make sure that the session both begins and ends on time.

Write an evaluation of the session and send it along with the session attendance to the Vice President/Program Chair.

Send personalized thank you letters to each session participant.

The SCA *Newsletter* editor would much appreciate a summary of your session for the newsletter immediately following the meeting.

6/93 bh, 1/10 lo, 10/2017 llc, 09/2018 llc, 04/2019 llc

3-14
Publications Committee

General Description

This committee supervises all print and online publications that are produced under the aegis of the Society of California Archivists, Inc., except the *Preserving Your History* brochure series and other additional publications produced by the Outreach and Publicity Committee.

Composition of the committee and terms of office are defined in Handbook section 3-1 and governed by the Bylaws.

Responsibilities

General responsibilities are outlined in Handbook section 3-1.

1. Develops timelines and budgets for all SCA publication-related activities.

2. Provides quarterly reports detailing the committee's accomplishments and future plans of action for Board approval.

3. Oversees editing, production, and distribution of the *SCA Newsletter* and represents *Newsletter* interests to the SCA Board. When the *Newsletter* Editor position becomes vacant, the Publications Committee Chair initiates a search for a replacement Editor and recommends a potential successor to the Board for review and approval. Should no replacement be available, it is the responsibility of the Publications Committee to ensure the regular and timely appearance of the *Newsletter*.

4. Represents the interests of the Board in the case of joint publication ventures between SCA and other professional organizations or institutions.

5. Plans and supervises the continuing transition of SCA's *Directory of Archival and Manuscript Repositories in California* to an online database format, in cooperation with appropriate SCA committees as well as SCA allies and partners.

6. Develops proposals for new publications. Once a new publication is approved by the Board, the Committee supervises its production and distribution.

7. Explores external funding from appropriate grant agencies (e.g. NHPRC, CCH, etc.) to support publication programs.

8. Works with the Outreach and Publicity Committee to advertise SCA publications in all appropriate venues.

9. Sends copies of all SCA publications, as well as the Committee's non-current records, to the SCA Archives.

10. Handles all requests for permission to republish or distribute SCA publications. Individuals or organizations desiring to reprint articles from the *Newsletter* or other SCA publications should be asked by the Chair to observe the following requirements:

    a. Secure prior permission from publication editors and original authors

    b. Give credit to SCA as the original publisher and copyright holder

    c. Send two copies of the publication to the Publications Committee Chair for deposit in the SCA Archives

11. Reviews and, as needed, recommends updates to the following sections of the SCA Handbook: 3-13 Publications Committee, 3-13-1 *Newsletter*, 3-13-1-1 Advertisement Rates, and 3-13-1-2 Advertisement Sizes.

3-14-1
Newsletter

General Description

The SCA Newsletter is the official voice of the Society, and is overseen by the Publications Committee. It carries professional news; reports the Board's actions; announces Society meetings, seminars, workshops; and informs members of other archival issues and events of interest. The Newsletter is provided free with membership.

Copy deadlines and publication dates are as follows:

Copy Deadline:	*Publication Dates:*
December 1	January 1
March 1	April 1
June 1	July 1
September 1	October 1

Newsletter Editor

The editor is appointed by the Publications Committee Chair with the approval of the Board. Co-editors may also be appointed. The editor and any co-editors are subject to the policies and procedures set by the Board.

Production Responsibilities

1. Produces the *Newsletter* quarterly, in accordance with the publication and editorial guidelines and standards set by the Board.

   a. Solicits news items from SCA members, committee chairs, officers, and other relevant parties.

   b. Requests input and editorial direction from the Publications Committee Chair on an as-needed basis.

   c. Compiles, edits, and designs the *Newsletter* and arranges for its printing and distribution to members. A graphic artist may be hired to produce the *Newsletter*, at a cost to be approved by the Board.

   d. Solicits advertising from allied organizations and vendors. See related Handbook sections for details on advertising rates and sizes for camera-ready copy.

   e. Includes in each issue of the *Newsletter*:

      i. a calendar of upcoming events of interest to the membership. This calendar should include dates and locations of upcoming SCA Board meetings.

ii.   a copyright statement as follows: "Copyright [current year] by the Society of California Archivists. Requests to republish or distribute copyrighted material in the newsletter should be directed to the Chair of SCA's Publications Committee."

2. Reports activities to the Publications Committee Chair in anticipation of the Board's quarterly meetings. An annual budget for the *Newsletter* as well as a final accounting of the past year's expenditures and activities should be submitted to the Publications Committee Chair prior to the Board's Fall meeting. This report will be included in the Publications Committee's annual report.

3. Keeps records of expenses and forwards receipts to the Treasurer for reimbursement.

4. Secures mailing labels from the Membership Chair for each issue as appropriate.

5. Maintains a newsletter exchange with other professional associations to serve as a reference tool for the *Newsletter* editor. The editor should review other allied organizations' newsletters for content and format ideas.

6. Sends non-current records, as well as a complete printed set of the past year's newsletters, to the SCA Archives.

3-14-1-1
Advertising Rates

SOCIETY OF CALIFORNIA ARCHIVISTS NEWSLETTER

The Society of California Archivists Newsletter provides quarterly news and events of local and national importance for its California, national, and international members. Our paid circulation is approximately 500 issues per quarter. We are one of the largest regional archives groups in the United States.

COMMERCIAL RATES*:*

(Applies to all individuals or groups selling a product or services. We sell interior advertising space only; no advertising available for cover or exterior back pages.)
Most commonly-requested sizes are bold-faced.

- **Full page:$150.00**
- 2/3 page: $125.00
- **Half-page: $100.00**
- 1/3 page: $ 75.00
- **Quarter-page: $ 50.00**
- 1/6 page: $ 30.00
- 1/12 page: $ 20.00
- Discount of 10% applies for three or more consecutive ad placements.
- For preferred placement add 20%.

ARTWORK SUBMISSION**:**
- Artwork must conform to standard sizes; refer to Handbook Section 3-13-1-2.
- All artwork should be submitted via email attachment.
- Files should be submitted as high resolution TIF files of at least 300 dpi resolution, with higher resolution images preferred. Please call or e-mail if you have any technical questions or concerns relating to the submission of materials.

DEADLINES*:* February 1, May 1, August 1, and November 1. Publication date is six weeks from this deadline.

PAYMENT:
Issue and invoice will be sent upon publication. Net 30 days applies to all accounts. Checks should be made payable to the **Society of California Archivists, Inc.**

TO INQUIRE ABOUT AD PLACEMENT, OR FOR ANY QUESTIONS, PLEASE CONTACT NEWSLETTER EDITOR.

4/02 dl, 6/09 jtm, 3/12 tep, 10/2017 llc, 04/2019 llc

3-14-1-2
Standard Advertisement Sizes for SCA Newsletter

Most commonly requested sizes are bold-faced.

Full page:	**9.5" X 6.75" (vertical only)**		
2/3 page:	9.5" X 4.5" (vertical)	6.75" X 6.5"	(horizontal)
Half-page:	**6.75" X 4.5" (vertical only)**		
1/3 page:	9.5" X 2" (vertical)	6.75" X 3.25"	(horizontal)
Quarter-page:	**4.5" X 3.25" (vertical)**	**6.75" X 2.25"**	**(horizontal)**
1/6 page:	4.5" X 2" (vertical)	6.75" X 1.5"	(horizontal)
1/12 page:	2.25" X 2" (vertical only)		

These are maximum sizes; please allow for borders, etc., to fit properly into these formats. Placement is at editor's discretion unless the preferred placement option is chosen. Again, please feel free to call with any questions you may have.

THE FINE PRINT: Tearsheet and invoice will be sent upon publication. Net 30 days applies to all accounts. The inclusion of advertisements does not constitute endorsement by SCA. The Editors reserve the right to refuse any advertising submission.

Western Archives Institute

General Description

The Western Archives Institute (WAI) is co-sponsored by the Society of California Archivists and the California State Archives.

Offered annually, WAI is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of goals, including:
- those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education;
- those who have expanding responsibility for archival materials;
- those who are practicing archivists but have not received formal instruction;
- those who demonstrate a commitment to an archival career.

WAI also features site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

Core sessions of the Institute are taught by leading archival educators, and additional sessions are taught by adjunct educators selected because of their knowledge based on a particular subject and professional recognition.

The first WAI was held in July 1987 at UCLA.

4/10 jmw, 10/2017 llc, 04/2019 llc

3-15-1
Western Archives Institute Administrator

General Description

The Administrator, an employee of the California State Archives (State Archives), is appointed by the State Archivist in consultation with the Board of Directors of the Society of California Archivists (SCA Board). The Administrator represents the State Archives. The Administrator acts as chief administrative officer and provides leadership for the Western Archives Institute (WAI) Joint Management Committee (Management Committee) and regional management committee(s).

Responsibilities

General
1. With the Management Committee, manages the operation of WAI.
2. Prepares agendas and presides at meetings of the Management Committee. Meetings may be by conference call.
3. With the Management Committee, selects the On-site and Local Arrangements Coordinator.
4. Maintains contact with On-site and Local Arrangements Coordinator during program.

Financial
5. Presents a budget to the SCA Board and the State Archivist.
6. Pays expenses relating to the program.
7. Receives tuition, local arrangements registration and fees from students and faculty, communicates information, as needed, to Local Arrangements Coordinator and On- site Coordinator.
8. Submits financial information to SCA Treasurer and SCA Board Liaison for audit.
9. With Planning and Grants Coordinator, prepares grant applications and project reports.
10. Serves as a member of the SCA Finance and Investment Committee.

Program
11. With the Management Committee, reviews and selects facilities for WAI including site visits.
12. Initiates arrangements with the host institution.
13. Reviews contract with host institution and advise the Management Committee.
14. With the Management Committee, selects Principal Faculty and adjunct faculty to participate in WAI.
15. With the Principal Faculty Member, prepares program schedule for review by Management Committee.
16. With the Management Committee and Principal Faculty Member, selects publications for students.

Participants
  17. With the Management Committee, reviews student applications and selects student to attend WAI.
  18. Conducts student orientation at the beginning of WAI.
  19. Prepares student certificates.
  20. Participates in WAI closing ceremonies.

Reporting and Evaluation
  21. Prepares quarterly report to the SCA Board and State Archivist.
  22. With the Management Committee, annually evaluates program operation and makes recommendations for future operations.
  23. With Assistant/Associate Administrator and Planning and Grants Coordinator, maintains WAI records.

Regional Institutes
  24. With Planning and Grants Coordinator, and other individuals, participates in planning for other regional institutes.
  25. With the Planning and Grants Coordinator, provides oversight and coordination with regional management committee(s) and participates in administrative decisions of regional management committee(s), including selection of participants and faculty.

Benefits

WAI will cover any reasonable expenses incurred by the Administrator in carrying out their responsibilities.

3-15-2
Western Archives Institute Assistant/Associate Administrator

General Description

The Assistant/Associate Administrator acts as the deputy chief administrative officer for the Western Archives Institute (WAI) Joint Management Committee (Management Committee). The Assistant/Associate Administrator Acts as a chief administrative officer in the absence of the Administrator.

Responsibilities

General
   1.   With the Management Committee, manages the operations of WAI.
   2.   Participates in meetings and decisions of the Management Committee.
   3.   With the Management Committee, selects the On-site and Local Arrangements Coordinator.

Financial
   4.   Reviews WAI financial records.

Program
   5.   With the Management Committee, reviews and selects facilities for WAI including site visits.
   6.   With the Management Committee, selects the Principal Faculty Member and adjunct faculty to participate in WAI.
   7.   With the Management Committee, selects publications for students.
   8.   May participate in WAI opening and closing ceremonies, as necessary.

Publicity
   9.   Prepared and sends out publicity for WAI including brochures, flyers, and press releases.

Participants
   10.   Prepares student application form and application package. Sends applications in response to requests.
   11.   With the Management Committee, reviews student applications and selects students to attend WAI.

Communication
   12.   May assist in preparation of mailings to students including sending local arrangements information, admission letters, and publications that are sent in advance of the program.
   13.   May assist in preparation of mailings to faculty.

14.   Reproduces faculty handouts, as necessary.

Reporting and Evaluation
15.   With the Management Committee, reviews student and faculty evaluations.
16.   With Administrator, maintains WAI

records. <u>Benefits</u>

The Assistant/Associate Administrator will receive an honorarium, to be determined by the SCA Board, provided the Assistant/Associate Administrator does not receive financial support from their institution to participate in WAI.

WAI will cover any reasonable expenses incurred by the Assistant/Associate Administrator in carrying out their responsibilities.

3-15-3
Western Archives Institute Joint Management Committee
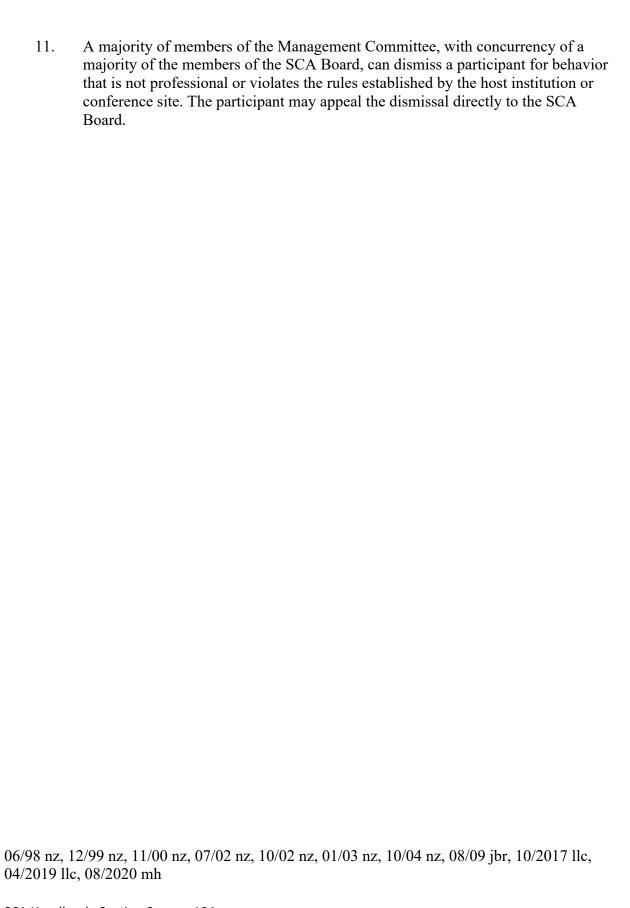
General Description

The Western Archives Institute (WAI) Joint Management Committee (Management Committee) is comprised of seven (7) members who supervise the administration of WAI. It is a standing committee of the Society of California Archivists (SCA).

Composition

The chairperson of the committee is the WAI Administrator who represents the California State Archives (State Archives). The other members of the committee are the Assistant/Associate Administrator; two liaisons from the SCA Board of Directors, typically the two Directors at Large (SCA Board); the Local Arrangements Coordinator; the On-site Coordinator; and the Planning and Grants Coordinator. The State Archivist may participate in committee decisions concerning the selection of students and is consulted on committee activities. The State Archivist may designate another staff member of the State Archives to participate in the selection process. The SCA President is an *ex- officio* member of the committee.

Responsibilities

1. Manages the daily operation of WAI.

2. Review budgets prepared by Administrator.

3. Selects facilities for WAI including site visits.

4. Publicizes the program.

5. Reviews the program schedule.

6. Selects the Principal Faculty Member and supporting faculty members.

7. Reviews student applications and selects students to attend WAI.

8. With the Principal Faculty Member, selects publications for students.

9. Annually evaluates the program operation and makes recommendations for future operations.

10. Reviews grant applications.

11.   A majority of members of the Management Committee, with concurrency of a majority of the members of the SCA Board, can dismiss a participant for behavior that is not professional or violates the rules established by the host institution or conference site. The participant may appeal the dismissal directly to the SCA Board.

3-15-4
Western Archives Institute On-Site Coordinator

General Description

The On-Site Coordinator is the liaison between the students, faculty, host site, and Western Archives Institute (WAI) Joint Management Committee (Management Committee). The On-Site Coordinator is responsible for the daily operations of WAI. The On-Site Coordinator resides in on-site housing throughout the course of WAI.

Responsibilities

1. The On-Site Coordinator is a member of the Management Committee and participates in all decisions of the Committee.
2. Consults on an ongoing basis during the planning process with the Local Arrangements Coordinator to become familiar with local arrangements and local area, as needed.
3. With the approval of the Administrator, purchases any program supplies.
4. Maintains contact with Administrator and Local Arrangements Coordinator before and during the program.
5. Begins and ends daily program sessions, confirms students' attendance, supervises site visits, disseminates and collects session evaluations, sets up audio-visual equipment, and assists with practice.
6. Is available to students at all times during the program. Facilitates camaraderie among participants, including faculty.
7. Sends payments to the Administrator for deposit and maintains copies of all checks received.

Benefits

The On-Site Coordinator will receive an honorarium to be determined by the Board of the Society of California Archivists, provided the On-Site Coordinator does not receive financial support from their institution to participate in WAI.

WAI pays room, board, and travel costs for the On-Site Coordinator. WAI will cover any reasonable expenses incurred by the On-Site Coordinator in carrying out their responsibilities.

The On-Site Coordinator attends the session of WAI without charge.

08/98 nz, 12/99 nz, 06/02 nz, 10/02 kh, 07/09 jbr, 10/2017 llc, 04/2019 llc

3-15-5
WAI Sponsor Responsibilities: California State Archives

General Description

The California State Archives (State Archives), a division of the Office of the Secretary of State, is one of the sponsors of the Western Archives Institute (WAI).

Responsibilities

1.   The State Archives serves as the administrative office for WAI and any regional institutes.

2.   The State Archivist appoints the Administrator of WAI from the staff of the State Archives. The appointment is made in consultation with the SCA Board of Directors (SCA Board). The WAI Administrator is an employee of the State of California and is under the supervision of the State Archivist.

3.   The State Archivist is consulted concerning decisions by the SCA Board and WAI Joint Management Committee (Management Committee) that affect WAI.

4.   The State Archivist is an *ex-officio* member of the Management Committee and may join the Management Committee in the selection of students for WAI. The State Archivist or their designee and the Management Committee serve as the WAI Selection Committee for the purposes of selecting students to attend WAI.

5.   The State Archivist receives quarterly reports concerning the operation and financial condition of WAI.

6.   The State Archivist or their designee participates in the annual closing ceremonies for WAI held in California.

7.   With the SCA Board, the State Archivist reviews and approves any request to hold other region institutes that may be held outside of California.

8.   The State Archivist receives operating and financial reports concerning regional institutes.

11/98 nz, 03/01 nz, 06/02 nz, 06/04 nz, 07/09 jbr, 10/2017 llc, 04/2019 llc

3-15-6
WAI Sponsor Responsibilities: Society of California Archivists

General Description

The Society of California Archivists, Inc. (SCA) is one of the sponsors of the Western Archives Institute (WAI).

Responsibilities

Governance

1. Members of SCA serve on the WAI Joint Management Committee (Management Committee).

2. Two members of SCA's Board of Directors (SCA Board) serve on the Management Committee, one as Board Liaison and the other as Deputy Board Liaison.

3. A majority of member of the Management Committee, with concurrence of a majority of the members of the SCA Board, can dismiss a participant for behavior that is not professional or violates the rules established by the host institution or conference site. The participant may appeal the dismissal directly to the SCA Board.

4. The SCA President or their designee participates in the annual closing ceremonies for WAI.

Financial

5. The SCA Board receives quarterly reports concerning the operation and financial condition of WAI.

6. The Board reviews and approves the annual budget for WAI.

7. For tax reporting purposes, WAI uses SCA's Employer Identification number (EIN) and is considered a unit of SCA.

8. SCA acts as fiscal agent for any grant awarded to WAI.

9. SCA provides liability insurance coverage for WAI.

10. SCA provides funding for one scholarship to attend WAI. Any scholarship winners are required to write an article for the SCA newsletter regarding their WAI experience after attending the institute and submit to the WAI Administrator who will forward the article to SCA newsletter editor(s).

Site Selection
11. The SCA Board reviews and approves the Management Committee's recommendations concerning the site for WAI.

Regional Institutes
12. The SCA Board reviews and approves any requests to hold other regional institutes that may be held outside of California.

11/98 nz, 03/01 nz, 06/02 nz, 10/02 kh, 10/04 nz, 07/09 jbr, 10/2017 llc, 04/2019 llc

3-16
Special Committees and Task Forces

Task Forces shall be appointed by the Board of Directors when needed to perform specific functions or complete specific projects for a specified period of time.

Task Forces shall not have sections in the Handbook.

A list of Task Forces shall be maintained in the History Section of the Handbook.

2/98 lgr, 10/04 jlm, 3/06 Board, 10/2017 llc, 04/2019 llc