

**Society of American Archivists
Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

Review of Representatives to External Groups

(Prepared by Terry Baxter, Beth Kaplan, Bill Landis,
Donna McCrea, Dennis Meissner, and René Mueller)

BACKGROUND

At its August 6, 2012, meeting, the Council approved new criteria for appointment of representatives to external groups and tasked Landis, McCrea, and Meissner to develop a process for reviewing existing external representatives.¹ This work resulted in two products:

1. A suggested process for a one-time review of SAA's 17 existing external representatives.²
2. A process for periodic ongoing review of external representatives, which has been incorporated into Section XI of the SAA Governance Manual as part of a separate review and suggested revision of that manual being undertaken by Baxter, Kaplan, and Landis.

One-Time Review Process

The recommended process to complete a one-time review of SAA's existing external representatives is outlined in the next section of this report. The estimated date for completion of the one-time review is early September 2013 to accommodate the new Strategic Plan and include Standards Committee input in time for the October launch of the Call for Volunteers. The Council's review of SAA's level of participation in the International Council on Archives' various programs – including SAA's four representatives to different ICA groups – has been scheduled for August 2013 so that SAA's interaction with ICA can be calibrated within the context of SAA's new Strategic Plan. Six of SAA's 17 representatives report to the Council via the Standards Committee. This report recommends that the Standards Committee be charged to investigate whether each of the six representatives is beneficial to SAA and to design charges for those representatives who do not have one, bringing the representative roles reporting through the Standards Committee into alignment with criteria outlined in the Governance Manual,

¹ Council meeting minutes, August 6, 2012, II.C (p. 5-6), available at <http://www2.archivists.org/sites/all/files/080612Minutes.pdf>.

² For a list of current external representations see http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/committees/ListingReps.html?Action=List_Committees&CommWGStatus=Representatives.

Section XI. Official Representatives and Coalitions.³ The remaining seven SAA representatives should be reviewed by the Council immediately and are addressed in the next section of this report.

Process for Periodic Review

Once the full review of SAA’s 17 existing external representatives is complete, an ongoing review cycle for external representatives can be implemented and streamlined with the appointments process. This report recommends that the incoming Vice President lead an annual review of existing external representatives with expiring terms as part of the appointments process. The review involves the SAA group(s) through which the representative reports, if appropriate, and can involve the Executive Committee, if necessary. Recommendations would be submitted to the Council for vote before the Call for Volunteers opens in October.

Revised Section of the Governance Manual for Council Review and Approval

The proposed periodic review process has been included in the appropriate section of the Governance Manual. This process, plus some of the actions recommended to complete the one-time review process, are interlocking and hinge on policy outlined in a revised section of the Governance Manual. The recommendation embedded at the end of this report presents to the Council a revised Section XI. Official Representatives and Coalitions for review and approval.

DISCUSSION

The recommendations for action on a one-time review of SAA’s 17 existing external representations are presented below with background data assembled from a variety of sources—primarily the rosters and charges available on the SAA website referenced in footnote 2—reviewed during the course of our research. The representative, status, and recommended actions are presented in charts to facilitate the Council’s discussion and action regarding this complex set of data. Discussion questions, if any, follow each chart.

The order in which representatives are presented is batched based on the level of review needed. See the table of contents here:

Representatives with No Action or Discussion Needed.....	Page 3
Representative Positions Requiring Council Discussion.....	Page 3
Representatives for Standards Committee Review.....	Page 6
Representative Discussions Deferred to August 2013.....	Page 8
Revision of SAA Governance Manual Section XI.....	Page 9

³ <http://www2.archivists.org/governance/handbook/section11>

Representative Positions with No Action or Discussion Needed

Academy of Certified Archivists (ACA)⁴

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> Terry Baxter is current representative, through 8/16/2014. Existing SAA charge (dated 8/2012) specifies 2-year term and that appointee must be a member of the 2nd-year Council class. 2013 will be first annual report for current representative. 	No missing data, no action required now, review under new periodic review process prior to the next appointment of a representative.

National Historical Publications and Records Commission (NHPRC)⁵

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> Peter Gottlieb is current representative, through 12/31/2016. Existing SAA charge (dated 2/1991) specifies a single 4-year term for the representative. 2013 will be first annual report for current representative. 	No missing data, no action required now, review under new periodic review process prior to the next appointment of a representative.

U.S. State Department Advisory Committee on Historical Diplomatic Documentation⁶

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> Trudy Huskamp Peterson is current representative, through 9/1/2015. Existing SAA charge (dated 1/1991) specifies a 3-year term for the representative. 2012 annual report submitted by the current representative. 	No missing data, no action required now, review under new periodic review process prior to the next appointment of a representative.

Representative Positions Requiring Council Discussion

Association of Canadian Archivists (ACA)⁷

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> No current representative. Existing SAA charge (dated 2/1997) specifies a 2-year term for the representative. No 2012 annual report submitted. 	Using new XI.D process from the Governance Manual, review existing charge and, if reconfirmed by the Council, appoint a new representative as part of the 2013-2014 appointment cycle.

⁴ <http://www.certifiedarchivists.org/>

⁵ <http://www.archives.gov/nhprc/>

⁶ <http://history.state.gov/about/hac>

⁷ <http://archivists.ca/>

Discussion Questions: Is this representative position useful to SAA? Should the role remain? If so, who should be appointed?

Heritage Emergency National Task Force⁸

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> • Tom Connors is current representative, with no end date of appointment specified. • No SAA charge exists, so no term length is specified. • No 2012 annual report submitted. 	<p>Vice President contact current representative to gauge interest in continuing to serve. If interested, work with current representative and organization to draft a charge for SAA representation under new Governance Manual guidelines for Council approval. Once approved, set expiration date for current representative and solicit 2013 annual report. If current representative is not interested in continuing to serve, the Council should revisit this representation at its August 2013 meeting.</p>

Discussion Questions: Is this representative position useful to SAA? Should the role remain? Do you agree with the recommended action?

National Coalition for History (NCH)⁹

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> • Nancy Beaumont is current representative, with no end date of appointment specified. • Existing SAA charge (2/2003) specifies 3-year term for representative. • No 2012 annual report submitted. 	<p>Discuss current charge at May 2013 Council meeting. If Council is still satisfied with it, establish an end date of the current representative’s appointment. Solicit 2013 annual report.</p>

Discussion Questions: Is this representative position useful to SAA? Should the role remain? Should Nancy continue to serve in this capacity as SAA Executive Director and an NCH board member, or should someone else serve in this capacity? Who is a likely candidate?

U.S. Committee of the Blue Shield¹⁰

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> • Nancy Beaumont is current representative (place holder), with no end date of appointment specified. • No SAA charge exists, so no term length is specified. • No 2012 annual report submitted. 	<p>Discuss this representation at May 2013 Council meeting. If Council considers it to have continuing benefits, task a group to draft a charge for Council approval and then proceed with appointing a representative in the next appointment cycle.</p>

Discussion Questions: Is this representative position useful to SAA? Should the role remain? Should Nancy continue to serve in this capacity as SAA Executive Director, or

⁸ <https://www.heritagepreservation.org/programs/TASKFER.HTM>

⁹ <http://historycoalition.org/>

¹⁰ <http://www.uscbs.org/>

should someone else serve in this capacity? Who is a likely candidate? Do you agree with the recommended actions?

International Council on Archives Photographic and Audiovisual Working Group¹¹

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> • Stephen Fletcher is current representative, no end date of appointment. • No SAA charge exists, so no term length is specified. • No 2012 annual report submitted. 	<p>Council liaison to the Visual Materials Section (VMS) to convey to section leadership the sense of Council that we see no organizational benefit in continuing this official SAA representation, but that the VMS is encouraged to continue it as an informal liaison relationship to the Section if it is in their interests to do so.</p> <p>If the VMS does not have a compelling reason why this representation at the SAA level should be continued, it should be sunsetted immediately.</p> <p>If a strong argument is made by VMS to continue the status quo, the Council should consider adjusting the representation to report to the Standards Committee and encourage that Committee to work with the VMS to draft a charge for the Council’s approval.</p> <p>If approved, an end date for the current representative should be assigned and a 2013 annual report solicited.</p> <p>We recommend this course of action regardless of what the Council decides to do about the broader question of ICA representation for SAA.</p>

Discussion Questions: Do you agree with the recommended actions? If not, how should this representative position be addressed?

ALA ACRL/RBMS Task Force on Metrics and Assessment¹²

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> • Jennifer Schaffner is current representative, no end date of appointment. • No SAA charge exists, so no term length is specified. • No 2012 annual report submitted. 	<p>Assign an end date of 6/30/2013 for this representation, which is the same end date given for all task force members on its RBMS website, and sunset this representation at that point because per their website RBMS currently intends to end this task force in June, following the submission of its final report.</p>

¹¹ <http://www.ica.org/5074/about-photographic-and-audiovisual-archives-group/>

¹² <http://www.ala.org/acrl/rbms/acr-rbmtfma>

	If a more permanent RBMS group emerges from this task force's work, and if that group or an SAA group desires the appointment of an official representative, the process for requesting such, specified in Section XI of the SAA Governance Manual, should be followed.
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Discussion Questions: Do you agree with the recommended actions? If not, how should this representative position be addressed?

Representative Positions for Standards Committee Review

The following six representations report to the Standards Committee, a fact confirmed by 2012-2013 co-chairs Marcy Flynn and Cory Nimer in an 8/3/2012 email to Vice President Jackie Dooley. We recommend that the Standards Committee take the following steps for this group of representations, noting specific points for each representative in the charts that should be raised in conveying this task to the current Standards Committee leadership.

Recommended Steps for Representatives Review

With a due date of September 1, 2013, to have charges in place before issuing the Call for Volunteers for the 2014-2015 appointments cycle, the Standards Committee will conduct the following review for each of the six representations reporting to it:

- Assess the ongoing utility of each representation listed below and recommend sunsetting any that are not still beneficial to the Standards Committee and SAA.
- For those not recommended for sunsetting:
 - Review and suggest needed edits to the existing charges for those that have them (as indicated below) and submit edited charges for the Council's approval.
 - Create new charges for those representations for which an SAA charge does not currently exist (as indicated below) and submit for the Council's approval.
 - Ensure that at minimum each charge meets the criteria for representatives (approved by the Council in August 2012) specified in Section XI. of the SAA Governance Manual.
 - Establish end-of-term dates for existing representatives without any (noted below) and communicate those end-of-term dates to the SAA office so that information on the SAA website can be updated.
 - Ensure each year that all representatives reporting to the Standards Committee submit an annual report for inclusion in the Standards Committee's annual report to the Council. Failure by a representative to submit an annual report will place continued representation in jeopardy.

ALA Committee on Cataloging: Description and Access (CC:DA)¹³

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none">• Cory Nimer is current representative, through 8/16/2014.• Existing SAA charge (2/1991) specifies 2-year term for representative.• 2012 annual report submitted by current representative.	None.

ARMA International Standards Development Committee

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none">• No current representative.• No SAA charge exists, so no term length is specified.• No 2012 annual report submitted.	There appears to be no information about this ARMA committee on the ARMA International website. Standards Committee should find out if ARMA still has such a committee and, if so, decide whether or not this representation continues to be worthwhile.

Association of Information and Image Management (AIIM)¹⁴

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none">• Edward Ryan is current representative, no end date of appointment.• No SAA charge exists, so no term length is specified.• No 2012 annual report submitted.	Standards Committee to assess the value of this representation. A charge must be drafted and a 2013 annual report submitted in order for the representation to continue past 2013-2014.

International Council on Archives Committee on Best Practices and Standards (ICA-CBPS)¹⁵

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none">• Daniel Pitti is current representative, through 9/1/2016.• No SAA charge exists, so no term length is specified.• 2012 annual report submitted by current representative.	A charge is needed for this representation.

National Information Standards Organization (NISO)¹⁶

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none">• Kathleen Dow is current representative,	Consider the appointment cycle in the current

¹³ <http://www.ala.org/alcts/mgrps/camms/cmtes/ats-ccscat>

¹⁴ <http://www.aiim.org/>

¹⁵ <http://www.ica.org/1402/about-committee-on-best-practice-and-standards/>

¹⁶ <http://www.niso.org/>

<p>through 9/1/2016.</p> <ul style="list-style-type: none"> Existing SAA charge (1/1993) specifies 2-year term for representative, the first year as the alternate representative and the second year as the representative (so only an alternate representative is appointed each year according to charge) 2012 annual report submitted by current representative. 	<p>charge (i.e., appoint a “junior” representative who becomes the actual representative in the second year of her/his term), which encourages new volunteers for this position and provides informal training to learn the ropes of this complex organization and its dense standards documents.</p>
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US MARC Advisory Board (ALA MARBI)¹⁷

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none"> Kris Kiesling is current representative, no end date of appointment. No SAA charge exists, so no term length is specified. No 2012 annual report submitted. 	<p>Standards Committee to assess the value of this representation. A charge must be drafted and a 2013 annual report submitted in order for the representation to continue past 2013-2014.</p>

Representative Discussions Deferred to August 2013

International Council on Archives Section on Professional Associations¹⁸

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> Gregor Trinkaus-Randall is current representative, no end date of appointment – he is serving only for the current year, for which Council has approved funding travel to 2 meetings. Existing SAA charge (2/2003) specifies a 4-year term for representative. 2012 annual report submitted by current representative. 	<p>Fold into discussion of ICA representation at August 2013 Council meeting.</p>

International Council on Archives North American Archival Network (NAANICA)¹⁹

<i>Background data</i>	<i>Recommendation</i>
<ul style="list-style-type: none"> Nancy Beaumont is current representative (place holder), no end date of appointment. No SAA charge exists, so no term length is specified. No 2012 annual report submitted. 	<p>Fold into discussion of ICA representation at August 2013 Council meeting.</p>

¹⁷ <http://www.loc.gov/marc/marbi/marcadvz.html>

¹⁸ <http://www.ica.org/730/about-section-of-professional-associations-spa/>

¹⁹ <http://www.ica.org/2499/about-north-american-archival-network-naanica/>

Revision of SAA Governance Manual, Section XI. Official Representatives and Coalitions

The second-year class of the Council (Baxter, Kaplan, and Landis) is assigned each year to review the SAA Governance Manual and suggest needed revisions. This has apparently not been done for several years, and some sections of the Governance Manual are currently self-contradictory, clash with other portions of the manual, or are misleading. In the interests of maintaining transparency in its governance activities for the benefit of members, and to ensure that the manual serves its primary purpose to provide consistency in the governance activities of SAA's leadership, the Council should perform this review and revision on a more routine basis in the future.

Because of the close relationship between SAA's external representations under consideration at this Council meeting and Section XI. of the SAA Governance Manual, we are presenting the recommended revisions to Section XI. for the Council's approval.

The clean text of the suggested revisions to Section XI is provided in the recommendation below. An **Appendix** supplied for those interested contains a four-columned table containing 1) the existing text of Section XI, 2) the changes made to the original text (deletions indicated as strikethroughs and additions indicated in italics) 3) explanatory notes where appropriate, and 4) the clean revision text.

The significant changes, called out here at the request of Council members, include the following:

- Significant rearrangement of existing Section XI. text to facilitate a more logical arrangement.
- Deletion of the majority of the text in existing Section XI.C. (The Role of Representatives) because it was too specific (e.g., it named specific organizations and SAA committees, some of which do not exist anymore) for what are supposed to be broad, general guidelines.
- A new part, XI.D., added, comprising a process for the periodic review of all SAA representations prior to the appointment of a new, or reappointment of an existing, representative.

RECOMMENDATION

THAT the following revision to Section XI. Official Representatives and Coalitions of the SAA Governance Manual be adopted (see Appendix to this report for tracked changes):

XI. Official Representatives to External Groups

A. Purpose and Criteria for Representation

1. As part of the effort to serve its members, the archival profession, and users and creators of archival records, the Society of American Archivists maintains formal communications with

a wide variety of groups engaged in archival, library, curatorial, research, and other educational work. These formal ties play a critical role in enabling SAA to generate action, to determine policy and standards, to provide information and counsel on archival matters to related groups, and to keep abreast of developments in fields relevant to the archival community.

2. The following criteria provide the rationale for SAA's appointment of a formal representative to an external group:
 - a. The external group's mission must relate to SAA's mission as stated in SAA's governance, policy, and/or planning documents.
 - b. The external group must be a government agency or a nonprofit organization.
 - c. Representation on the group must not require any funding except for staff and member time, unless specifically allowed by the Council.
3. The process for requesting a representative to an external group comprises the following:
 - a. A formal request for representation must be made from either the external group or an SAA body. The request should use the Council Report Template and must include the following information formulated as a charge for the representative:
 - External group name.
 - External group mission.
 - Number of representatives and length of terms.
 - Duties of representatives.
 - Specific areas of expertise that representative(s) should have.
 - Reporting requirements to the external group. SAA reporting requirements are specified in this Governance Manual section.
 - Group mechanics (number of meetings, locations, etc.).
 - Relationship to standing SAA bodies, including the reporting relationship of the representative to Council or a specified Council-appointed group.
 - Group contact information.
 - b. Requests for representation must include a charge and must be approved by the Council before a representative can be appointed and representation initiated.

B. Appointment and Expectations for Representatives

1. The SAA Vice President/President-Elect appoints representatives to external groups as part of the annual appointments process, unless otherwise specified in the representative's charge.
2. The Vice President/President-Elect, acting in consultation with the Executive Committee as appropriate, appoints replacement external representatives outside of the normal appointments process when necessary.
3. Official SAA representatives to external groups report to the Council, or to Council-appointed groups, as specified in their charge.

4. The following expectations must be met by external representatives:
 - a. Attend all meetings of the external committee/body.
 - b. If unable to attend a meeting, inform the chair(s) of the SAA group to whom the representative reports, as specified in her/his charge, and discuss whether a substitute attendee should be designated
 - c. In all cases the appointed SAA representative is responsible for obtaining information about the meetings of the external group on which she/he represents SAA and including that information in any reports compiled and submitted.
 - d. Representatives typically are expected to fund expenses relating to representation. Exceptions to this are noted in the charge of the specific representative.

C. Consultation and Reporting

1. All reporting requirements here specified are the responsibility of the appointed SAA representative, regardless of whether she/he is able to attend meetings of the external group.
2. SAA representatives to external groups communicate promptly in writing after each external group meeting to the SAA group to whom the representative reports, as specified in her/his charge.
 - a. Ordinarily this can be done informally, and should focus on any actions or input required by or requested of SAA.
 - b. Non-urgent items or those that are not time sensitive may be compiled and presented in the representative's annual report.
3. From time to time issues may arise that will have a long-range impact on SAA policy or a significant portion of the profession, or about which SAA will be asked to take a position. In such cases, representatives will seek the advice of the SAA President and/or the Executive Director prior to any anticipated action on the issue. Representatives whose charge specifies reporting to a Council-appointed group (e.g., Standards Committee) should include the chair(s) of that group in any communications with the SAA President or Executive Director. The President and/or Executive Director may in turn wish to bring such issues before the Executive Committee or the full Council for consideration and advice or direction to the representatives.
4. Appointed SAA representatives to external groups must complete an annual report, using the Council Report Template provided on the SAA website, and file it with the group to which the representative reports by the specified deadline each year.

D. Council Review of Representatives and Charges

1. The success and continued benefits of each external representation are reviewed at the end of each appointment cycle prior to making a new or renewed appointment of the representative.

2. The review process draws on assessment of the annual reports submitted by the representative under review, input from relevant SAA component groups, and input from the incumbent representative. The review includes a review of the official charge for the representative and recommendations to the Council for necessary changes.
3. The Vice President/President-Elect may conduct the review her- or himself, or involve the Executive Committee.
4. Each year the Vice President prepares a list of external organizations whose representatives' terms are expiring, including those with representatives who report directly to SAA groups. That list, along with the Vice President's recommendations, developed in consultation with relevant SAA groups where appropriate, will be presented to the Council before the call for volunteers opens. The Council will determine whether new appointments should be made or the representation should be discontinued.
5. New appointments or reappointments are made by the Vice President/President-Elect as part of the normal appointments process.

Approved by the Council: June 1988

Revised: January 1991, August 2012, May 2013

Support Statement: Information about SAA's external representations, the incumbents in these positions, and charges for their work that specify details like term lengths and duties is difficult to locate. If the work of SAA representatives to external organizations is as important to the Society as is indicated in the Governance Manual, the Council must devote more attention to monitoring the work and maintaining transparency of the value of SAA representative roles.

Impact on Strategic Priorities: To best leverage collaborative relationships with a range of external organizations in service of its strategic priorities, SAA must be more active in monitoring and directing the work of its representatives to those organizations. The proposed revisions in the Governance Manual, Section XI., outline a process that ensures more active monitoring of these important roles.

Fiscal Impact: There is no fiscal impact beyond the staff time required to update and maintain over time information about SAA's representations to external organizations on the website.

SAA Governance Manual Review | August 2012- May 2013

Baxter | Kaplan | Landis -- Section XI.D to be drafted by McCrea | Meissner | Landis

Section XI. Official Representatives and Coalitions to External Groups

Ref: <http://www2.archivists.org/governance/handbook/section11>

Italics = additions / ~~Strike through~~ = deletions

Current text	Suggested revisions	Notes	Clean revised text
<p>A. Criteria for Determining Representatives</p>	<p>A. Purpose and Criteria for Representation Criteria for Determining Representatives</p>		<p>A. Purpose and Criteria for Representation</p>
	<p><i>1. As part of the effort to serve its members, the archival profession, and users and creators of archival records, SAA maintains formal communications with a wide variety of groups engaged in archival, library, curatorial, research, and other educational work. These formal ties play a critical role in enabling SAA to generate action, to determine policy and standards, to provide information and counsel on archival matters to kindred-related groups, and to keep abreast of developments in fields that are relevant to the archival community.</i></p>	<p>Relocated from former part C.</p>	<p>1. As part of the effort to serve its members, the archival profession, and users and creators of archival records, SAA maintains formal communications with a wide variety of groups engaged in archival, library, curatorial, research, and other educational work. These formal ties play a critical role in enabling SAA to generate action, to determine policy and standards, to provide information and counsel on archival matters to related groups, and to keep abreast of developments in fields that are relevant to the archival community.</p>
	<p><i>2. The following criteria provide the rationale for SAA's appointment of a formal representative to an external group:</i></p>	<p>Ditto</p>	<p>2. The following criteria provide the rationale for SAA's appointment of a formal representative to an external group:</p>
<p>1. The external group's mission must</p>	<p><i>a. 1-The external group's mission</i></p>		<p>a. The external group's mission must relate to</p>

relate to SAA’s mission as stated in SAA’s governance documents.	must relate to SAA’s mission as stated in SAA’s governance, <i>policy, and/or planning</i> documents.		SAA’s mission as stated in SAA’s governance, policy, and/or planning documents.
2. The external group must be a government agency or a nonprofit organization.	<i>b. 2</i> –The external group must be a government agency or a nonprofit organization.		b. The external group must be a government agency or a nonprofit organization.
3. Representation on the group must not require any funding except for staff and member time, unless specifically allowed by the Council.	<i>c. 3</i> –Representation on the group must not require any funding except for staff and member time, unless specifically allowed by the Council.		c. Representation on the group must not require any funding except for staff and member time, unless specifically allowed by the Council.
	<i>3. The process for requesting a representative to an external group comprises the following:</i>		3. The process for requesting a representative to an external group comprises the following:
4. A formal request for representation must be made from either the external group or an SAA body. The request must include the following information: a Group name b Group mission c Number of representatives and length of their terms d Duties of representatives e Reporting requirements	<i>a. 4</i> –A formal request for representation must be made from either the external group or an SAA body. The request <i>should use the Council Report Template and</i> must include the following information <i>formulated as a charge for the representative:</i> <ul style="list-style-type: none">● <i>External G</i>group name.● <i>External G</i>group mission.● Number of representatives and length of their terms.● Duties of representatives.● <i>Specific areas of expertise that representative(s) should have.</i>● Reporting requirements <i>to the external group. SAA reporting requirements are specified in this Governance</i>	The final bullet point superseded by new XI.D.	a. A formal request for representation must be made from either the external group or an SAA body. The request should use the Council Report Template and must include the following information formulated as a charge for the representative: <ul style="list-style-type: none">● External group name.● External group mission.● Number of representatives and length of terms.● Duties of representatives.● Specific areas of expertise that representative(s) should have. ● Reporting requirements to the external group. SAA reporting requirements are specified in this Governance Manual section.

<p>f Group mechanics (number of meetings, locations, etc.)</p> <p>g Relationship to standing SAA bodies</p> <p>h Group contact information</p> <p>i A sunset review date not to exceed five years</p> <p>Requests for representation must be approved by the Council before representation begins.</p>	<p><i>Manual section.</i></p> <ul style="list-style-type: none"> ● Group mechanics <i>logistics</i> (number of meetings, locations, etc.). ● Relationship to standing SAA bodies, <i>including the representative's reporting relationship to the Council or a specified Council-appointed committee or working-group.</i> ● Group contact information. ● A sunset review date not to exceed five years <p><i>b. Requests for representation must include a charge and must be approved by the Council before a representative can be appointed and representation begins initiated.</i></p>		<ul style="list-style-type: none"> ● Group logistics (number of meetings, locations, etc.). ● Relationship to standing SAA bodies, including the representative's reporting relationship to the Council or a specified Council-appointed group. ● Group contact information. <p>b. Requests for representation must include a charge and must be approved by the Council before a representative can be appointed and representation initiated.</p>
<p>5. The Council will review sunseting groups annually and recommend whether to renew representation.</p>	<p>5. The Council will review sunseting groups annually and recommend whether to renew representation.</p>	<p>Superseded by new part XI.D.</p>	
<p>B. Guidelines</p>	<p><i>B. Appointment and Expectations for Representatives Guidelines</i></p>		<p>B. Appointment and Expectations for Representatives</p>
<p>The SAA Vice President/President-Elect or the Council appoints representatives to a number of important committees</p>	<p>1. The SAA Vice President/President-Elect or the Council appoints representatives, <i>who must be SAA</i></p>	<p>SAA membership required</p>	<p>1. The SAA Vice President/President-Elect appoints representatives to external groups as part of the annual appointments process, unless otherwise</p>

<p>and bodies outside of the Society. A complete list, with terms of appointment, is attached.</p>	<p>members in good standing, to a number of important committees and bodies outside of the Society external groups as part of the annual appointments process, unless otherwise specified in the representative's charge. . A complete list, with terms of appointment, is attached.</p>		<p>specified in the representative's charge.</p>
	<p>2. The Vice President/President-Elect, acting in consultation with the Executive Committee as appropriate, appoints replacement external representatives outside of the normal appointments process when necessary.</p>	<p>Specifies an out-of-cycle process for filling appointments (e.g., resignations, newly approved representation).</p>	<p>2. The Vice President/President-Elect, acting in consultation with the Executive Committee as appropriate, appoints replacement external representatives outside of the normal appointments process when necessary.</p>
	<p>3. Official SAA representatives to external groups report to the Council, or to Council-appointed committees or working groups, as specified in their charge.</p>	<p>Relates to XI.A.3.a., bullet 8 above.</p>	<p>3. Official SAA representatives to external groups report to the Council, or to Council-appointed groups, as specified in their charge.</p>
<p>Representatives are expected:</p> <ul style="list-style-type: none"> ● to attend all meetings of the committee/body or to inform the appropriate Council 	<p>Representatives are expected:</p> <p>4. The following expectations must be met by external representatives. Failure to do so may jeopardize continuation of the external representative for the remainder of her/his appointed term.</p> <p>a. to Attend all meetings of the external committee/body.</p> <p>b. or to If unable to attend a</p>		<p>4. The following expectations must be met by external representatives. Failure to do so may jeopardize continuation of the external representative for the remainder of her/his appointed term.</p> <p>a. Attend all meetings of the external committee/body.</p> <p>b. If unable to attend a meeting, inform the chair(s)</p>

<p>Committee if unable to do so. In that case, the representative may wish to recommend a substitute to represent SAA, if appropriate. The substitute appointment must be confirmed by the Council Committee in advance of the meeting.</p> <ul style="list-style-type: none"> to report promptly to the appropriate Council Committee after each meeting. Ordinarily such reports should be in writing, but an oral report may be made if circumstances warrant. to complete an annual report. The appropriate forms will be provided by the SAA office. 	<p>meeting, inform the appropriate Council Committee chair(s) of the SAA group to whom the representative reports, as specified in her/his charge, and discuss whether a substitute attendee should be designated. if appropriate. The substitute appointment must be confirmed by the Council Committee in advance of the meeting.</p> <p><i>c. In all cases the appointed SAA representative is responsible for obtaining information about the meetings of the external group on which she/he represents SAA and including that information in any reports that are compiled and submitted.</i></p> <ul style="list-style-type: none"> to report promptly to the appropriate Council Committee after each meeting. Ordinarily such reports should be in writing, but an oral report may be made if circumstances warrant. to complete an annual report. The appropriate forms will be provided by the SAA office. 	<p>Reporting requirements moved to Section XI.C.</p>	<p>of the SAA group to whom the representative reports, as specified in her/his charge, and discuss whether a substitute attendee should be designated</p> <p>c. In all cases the appointed SAA representative is responsible for obtaining information about the meetings of the external group on which she/he represents SAA and including that information in any reports that are compiled and submitted.</p>
<p>From time to time issues may arise that will have a long-range impact on SAA policy or a significant portion of the profession, or which SAA will be asked</p>	<p>From time to time issues may arise that will have a long-range impact on SAA policy or a significant portion of the profession, or which SAA will</p>	<p>Moved to Section XI.C.</p>	

<p>to take a stand. In such cases, representatives will seek the advice of the SAA President and/or the Executive Director prior to any anticipated action on the issue. The President and/or Executive Director may in turn wish to bring such issues before the Executive Committee or the full Council for consideration and advice to the representatives.</p>	<p>be asked to take a stand. In such cases, representatives will seek the advice of the SAA President and/or the Executive Director prior to any anticipated action on the issue. The President and/or Executive Director may in turn wish to bring such issues before the Executive Committee or the full Council for consideration and advice to the representatives.</p>		
	<p><i>5. Representatives typically are expected to fund expenses relating to representation. Exceptions to this are noted in the charge of the specific representative.</i></p>		<p>5. Representatives typically are expected to fund expenses relating to representation. Exceptions to this are noted in the charge of the specific representative.</p>
<p>C. The Role of Representatives</p>	<p>C. Consultation and Reporting The Role of Representatives</p>		<p>C. Consultation and Reporting</p>
	<p><i>1. All reporting requirements here specified are the responsibility of the appointed SAA representative, regardless of whether she/he is able to attend meetings of the external group.</i></p> <p><i>2. to report SAA representatives to external groups communicate promptly in writing after each external group meeting to the SAA group to whom the representative reports, as specified in her/his charge. appropriate Council Committee after each meeting.</i></p> <p><i>a. Ordinarily this can be done by</i></p>	<p>Relocated from former Section XI.B.</p>	<p>1. All reporting requirements here specified are the responsibility of the appointed SAA representative, regardless of whether she/he is able to attend meetings of the external group.</p> <p>2. SAA representatives to external groups communicate promptly in writing after each external group meeting to the SAA group to whom the representative reports, as specified in her/his charge.</p> <p>a. Ordinarily this can be done informally, and</p>

	<p><i>email, and should focus on any actions or input required by or requested of SAA.</i></p> <p><i>b. Non-urgent items or those that are not time sensitive can may be compiled and presented in the representative's annual report. such reports should be in writing, but an oral report may be made if circumstances warrant.</i></p>		<p>should focus on any actions or input required by or requested of SAA.</p> <p>b. Non-urgent items or those that are not time sensitive may be compiled and presented in the representative's annual report.</p>
	<p>3. From time to time issues may arise that will have a long-range impact on SAA policy or a significant portion of the profession, or <i>about</i> which SAA will be asked to take a stand <i>position</i>. In such cases, representatives will seek the advice of the SAA President and/or the Executive Director prior to any anticipated action on the issue. <i>Representatives whose charge specifies reporting to a Council-appointed committee group (e.g., Standards Committee) should include the chair(s) of that committee group in any communications with the SAA President or Executive Director. The President and/or Executive Director may in turn wish to bring such issues before the Executive Committee or the full Council for consideration and advice or direction to the representatives.</i></p>	<p>Relocated from former Section XI.B.</p>	<p>3. From time to time issues may arise that will have a long-range impact on SAA policy or a significant portion of the profession, or about which SAA will be asked to take a position. In such cases, representatives will seek the advice of the SAA President and/or the Executive Director prior to any anticipated action on the issue. Representatives whose charge specifies reporting to a Council-appointed group(e.g., Standards Committee) should include the chair(s) of that group in any communications with the SAA President or Executive Director. The President and/or Executive Director may in turn wish to bring such issues before the Executive Committee or the full Council for consideration and advice or direction to the representatives.</p>

	<p>4. <i>to Appointed SAA representatives to external groups must complete an annual report, using the Council Report Template provided on the SAA website, and file it with the group to which the representative reports by the specified deadline each year. The appropriate forms will be provided by the SAA office.</i></p>	<p>Relocated from former Section XI.B</p>	<p>4. Appointed SAA representatives to external groups must complete an annual report, using the Council Report Template provided on the SAA website, and file it with the group to which the representative reports by the specified deadline each year.</p>
<p>As part of the effort to serve its members, the archival profession, and users and creators of archival records, the Society of American Archivists maintains formal communications with a wide variety of groups engaged in archival, library, research, and other educational work.</p>	<p>As part of the effort to serve its members, the archival profession, and users and creators of archival records, the Society of American Archivists maintains formal communications with a wide variety of groups engaged in archival, library, research, and other educational work.</p>	<p>Moved to new XI.A.1.</p>	
<p>Currently, official SAA representatives have been appointed to various organizations, agencies, and associations. Representatives are appointed to major funding and policy agencies such as the National Historical Publications and Records Commission, and the National Coordinating Committee for the Promotion of History, a leading advocacy group. They also act as official representatives in relation with professional organizations such as the Organization of American Historians and the Association of Records Managers and Administrators, and to groups with a very specific agenda, such as the American Library</p>	<p>Currently, official SAA representatives have been appointed to various organizations, agencies, and associations. Representatives are appointed to major funding and policy agencies such as the National Historical Publications and Records Commission, and the National Coordinating Committee for the Promotion of History, a leading advocacy group. They also act as official representatives in relation with professional organizations such as the Organization of American Historians and the Association of Records Managers and</p>	<p>Most of this eliminated because it is too specific for these general guidelines, which should not specify anything about individual groups to which SAA has representation.</p> <p>Final sentence relocated to new part XI.A.1.</p>	

<p>Association's Committee on Cataloging: Description and Access. These formal ties play a critical role in enabling SAA to generate action, to determine policy and standards, to provide information and counsel on archival matters to kindred groups, and to keep abreast of developments in fields relevant to the archival community.</p>	<p>Administrators, and to groups with a very specific agenda, such as the American Library Association's Committee on Cataloging: Description and Access.</p> <p>These formal ties play a critical role in enabling SAA to generate action, to determine policy and standards, to provide information and counsel on archival matters to kindred groups, and to keep abreast of developments in fields relevant to the archival community.</p>		
<p>Some SAA representatives are significantly involved in policy decisions. Others play a lesser role in determining agendas that are primarily involved in presenting an archival perspective to the matters under consideration.</p>	<p>Some SAA representatives are significantly involved in policy decisions. Others play a lesser role in determining agendas that are primarily involved in presenting an archival perspective to the matters under consideration.</p>		
<p>Representatives are selected for their expertise in the matters and organizations at hand. They are appointed for terms of varying length by the Vice President/President-Elect usually in the months preceding the SAA annual meeting and assume their representative assignment at the close of the annual meeting. The SAA Executive Director serves as an ongoing and/or <i>ex officio</i> representative to several organizations.</p>	<p>Representatives are selected for their expertise in the matters and organizations at hand. They are appointed for terms of varying length by the Vice President/President-Elect usually in the months preceding the SAA annual meeting and assume their representative assignment at the close of the annual meeting. The SAA Executive Director serves as an ongoing and/or <i>ex officio</i> representative to several organizations.</p>		

<p>The Council Committee on Task Forces and Representatives assigns one of its members as a liaison to each of the SAA's official representatives to keep Council and the representatives mutually informed of matters and issues under consideration during the time between Council meetings. Representatives also are advised when to keep in touch with specified SAA committees, sections, roundtables, task forces, and other representatives whose areas of interest parallel their own. Representatives submit an annual written report to Council and also consult with Council when needed before and after meetings of the organizations to which they represent SAA, particularly when the matters at hand involve major policy positions and decisions affecting the Society and the profession.</p>	<p>The Council Committee on Task Forces and Representatives assigns one of its members as a liaison to each of the SAA's official representatives to keep Council and the representatives mutually informed of matters and issues under consideration during the time between Council meetings. Representatives also are advised when to keep in touch with specified SAA committees, sections, roundtables, task forces, and other representatives whose areas of interest parallel their own. Representatives submit an annual written report to Council and also consult with Council when needed before and after meetings of the organizations to which they represent SAA, particularly when the matters at hand involve major policy positions and decisions affecting the Society and the profession.</p>		
	<p><i>D. Council Review of Representatives and Charges</i></p>		<p>D. Council Review of Representatives and Charges</p>
	<p><i>1. The success and continued benefits of each external representation is reviewed at the end of each appointment cycle prior to making a new or renewed appointment of the representative.</i></p> <p><i>2. The review process draws on assessment of the annual reports</i></p>		<p>1. The success and continued benefits of each external representation are reviewed at the end of each appointment cycle prior to making a new or renewed appointment of the representative.</p> <p>2. The review process draws on assessment of the annual reports submitted by the representative under review, input from relevant SAA component</p>

	<p><i>submitted by the representative under review, input from relevant SAA component groups, and input from the incumbent representative. The review includes a review of the official charge for the representative and recommendations for necessary changes.</i></p> <p><i>3. The Vice President/President-Elect may conduct the review her- or himself, or involve her or his Appointments the Executive Committee.</i></p> <p><i>4. Each year the Vice President prepares a list of external organizations whose representatives' terms are expiring, including those with representatives who report directly to SAA committees or working groups. That list, along with the Vice President's recommendations, and those of any SAA committees or working groups developed in consultation with relevant SAA groups where appropriate, will be presented to the Council before the call for volunteers opens. The Council will determine whether new appointments should be made or the representation should be discontinued.</i></p> <p><i>5. New appointments or</i></p>		<p>groups, and input from the incumbent representative. The review includes a review of the official charge for the representative and recommendations to the Council for necessary changes.</p> <p>3. The Vice President/President-Elect may conduct the review her- or himself, or involve the Executive Committee.</p> <p>4. Each year the Vice President prepares a list of external organizations whose representatives' terms are expiring, including those with representatives who report directly to SAA groups. That list, along with the Vice President's recommendations, developed in consultation with relevant SAA groups where appropriate, will be presented to the Council before the call for volunteers opens. The Council will determine whether new appointments should be made or the representation should be discontinued.</p> <p>5. New appointments or reappointments are made</p>
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	<i>reappointments are made by the Vice President/President-Elect as part of the normal appointments process.</i>		by the Vice President/President-Elect as part of the normal appointments process..
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