



**SOCIETY OF
American
Archivists**

Leader Manual

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SOCIETY OF AMERICAN ARCHIVISTS

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Introduction from SAA's Executive Director

Dear SAA Leader:

You already know that SAA is a vibrant, dynamic organization. More than 60 boards, committees, task forces, working groups, sections, and roundtables serve the interests of an ever-growing membership — now more than 5,500 strong! Your service on one or more of these component groups helps the Society to meet important strategic challenges and advance the archives profession.

This manual has been designed to assist you in those efforts. In its pages you'll find practical information on the administration of SAA's component groups. Our goal is help you spend less time worrying about how to manage your group(s) and more time focusing on your goals. Rather than being an exhaustive policy guide, this document provides an introduction to common questions that you may encounter and tips on where to find additional resources.

Tracking and supporting the work of so many component groups can also be a challenge for the SAA Council and staff. We view this manual as an evolving document—one that we will continue to refine and revise as needed. As always, we encourage you to bring any questions or concerns to the attention of the SAA Council and staff. If issues are unclear, if you can't find the information you seek, or if you have recommendations, please let us know.

Most of all, *thank you* for your ongoing commitment to SAA and to the archives profession!

Best regards,



Nancy P. Beaumont
Executive Director

Who Are SAA's Leaders?

Any member who serves in a named position on an SAA board, committee, task force, working group, section, or roundtable is considered an SAA *leader*, which is different than being an *officer* (i.e., chair, vice-chair, etc.) of a component group. Leaders are those members who participate in strategic and/or governance activities, while officers typically direct such efforts. SAA's Leadership Directory contains official rosters for all component groups and may be accessed online at <http://www.archivists.org/leaders/>.

How Are Leader Rosters Updated?

Official rosters (i.e., online directories) for all component groups are maintained by the SAA staff via the member database. People in the database may be assigned an unlimited number of group roles that specify:

- The *group* on which the person is serving;
- The person's *role* (i.e. chair, vice-chair, committee member, etc.) in that group; and
- The *beginning* and *ending dates* for the term of service.

Note: Because dates must be entered in full MM/DD/YYYY format, for most group roles, terms are set to coincide with SAA's Annual Membership Meetings, at which the President-Elect assumes office.

All contact information (e.g., company, address, email, etc.) is pulled from the person's member record, which simplifies the process of updating multiple rosters. Individuals who wish to update their contact information should contact the SAA Service Center at servicecenter@archivists.org.

SAA section and roundtable officers may send updated roster information to SAA Project Assistant René Mueller (rmueller@archivists.org). Please include:

- The *name of your group*;
- The *names of your leaders* along with:
 - Each person's *group role*;
 - The *beginning date** for each person's term of service;
 - The *ending date** for each person's term of service; and
 - Each person's *institutional affiliation* (Note: This is to ensure that we assign the right person to your group, especially if the member's name is common.)

* For most groups, specification of the year is sufficient. If the terms of service begin or end on dates other than that of the Annual Membership Meeting(s), please indicate the specific dates.

Individuals may also review their past and current roles (i.e., those that have been designated via the SAA database) by logging in at <http://www.archivists.org/login.asp>, clicking on "My SAA Profile," and choosing the appropriate options in the drop-menu at the top of the screen.

Appointments to committees, task forces, and working groups are made by SAA's Vice President. If you discover incorrect or incomplete information in the official rosters for these groups, please contact the SAA staff for assistance.

Section and Roundtable Membership

The SAA staff tracks section and roundtable membership via the member database. These data are then used to publish official section and roundtable directories to the SAA website. *Leader roles* in these component groups are distinct from *membership roles*. Whereas the former are designated manually by staff, section and roundtable membership typically is designated via SAA's membership application and/or renewal form(s).

Official *section* membership rosters are accessible only to SAA members and may be accessed online by visiting: <http://www.archivists.org/saagroups/sections.asp>

Roundtable Members and List Participants

In accordance with policy, SAA staff began tracking roundtable *membership* in 2007. SAA members may join an unlimited number of roundtables by indicating their selections on the membership application and/or renewal form(s) or by visiting the roundtables' websites at <http://www.archivists.org/saagroups/roundtables.asp>.

Participation in roundtables remains open to nonmembers, who may join/subscribe as "list participants" by visiting the roundtables' websites. SAA membership is required to vote for and/or serve as a roundtable leader.

Group Email Lists

Nearly all SAA component groups have official email discussion lists. Subscriptions to most lists are automated via leader, section, and/or roundtable roles. Integration of the list server with SAA's database enables automatic updates to all list subscriptions if and when a member's email address changes.

Any person listed in SAA's database (including nonmembers) may review, update, add, and cancel list subscriptions by logging into the SAA website at: <http://www.archivists.org/listservs/change.asp>.

Note: In order to subscribe to a roundtable list, individuals must first join the roundtable as a *member* or as a *list participant*. (See above.)

This page also displays links to each list's Web-based archives, which are restricted to active list subscribers.

Use of Section & Roundtable Discussion Lists

Every SAA section and roundtable has two dedicated email lists, one for the private use of group *leaders* and one for use by all group *members* and *list participants*. Lists of the second type (i.e., discussion lists) have been specially configured in order to serve two purposes:

1. To provide leaders with a method of sending official announcements (e.g., election news, availability of newsletters, etc.) to *all* group members and list participants; and
2. To provide members and list participants with an *opt-in* discussion forum.

Upon joining, members and list participants are subscribed automatically to group discussion lists in “NO MAIL” mode, meaning that two-way correspondence between subscribers is not delivered to the individual by email. However, in NO MAIL mode:

- The subscriber *will* receive broadcast announcements that are sent by the group’s leaders, using a special by-pass code provided by SAA staff; and
- The subscriber *retains* access to the Web-based list archives as well as authorization to post messages to the list.

Subscribers have the option of modifying their subscription mode in order to opt in to two-way discussions among group members and list participants. This can be done by visiting: <http://www.archivists.org/listservs/change.asp>.

SAA staff provides group leaders with a by-pass code for electronic announcements of official business. For more information, please contact SAA Director of Member & Technical Services Brian Doyle (bdoyle@archivists.org).

The SAA “Leader List”

All active SAA leaders are automatically subscribed to a special, moderated announcement list called the “SAA Leader List.” Messages distributed to this list must be approved by SAA Executive Director Nancy Beaumont.

If you have important information that you wish to share with the entire leadership, you may submit announcements to: saaleaders@forums.archivists.org.

Group Home Pages

SAA's overall "Web presence" is made up of a number of sites:

1. The SAA "Intranet" (<http://saa.archivists.org>), comprising information drawn from SAA's internal database or *association management system* (AMS);
2. The SAA "Extranet" (<http://www.archivists.org>);
3. *American Archivist Online* (<http://archivists.metapress.com>);
4. SAA's *Online Career Center* (<http://careers.archivists.org>); and
5. The SAA list server (<http://forums.archivists.org/read/>), which features a Web-based archives function.

The terms "Intranet" and "Extranet" are simply working terms meant for ease of reference. It should be noted that many Intranet pages are accessible to nonmembers and to the public in general. However, access to personal contact information always requires a user login. (Nonmembers listed in the AMS have such a login, also called an "SAA profile," but access to certain online information is restricted to SAA members.)

Every component group listed in SAA's Leadership Directory has an official "home page" on the Intranet site. These pages contain:

- The group's official charge, if applicable;
- A basic description of the group; and
- Links to:
 - The group's leader and/or member roster(s);
 - The group's official email list;
 - The group's auxiliary website, if applicable;
 - Reference documents on SAA policies, procedures, and guidelines.

Auxiliary Group Websites

Many SAA groups have long maintained their own websites, hosted either on the SAA Extranet or on third-party servers. This manual refers to such sites as *auxiliary*, meaning that they provide additional value beyond the scope of official information maintained on the Intranet site. Content posted to auxiliary websites typically includes group minutes, reports, newsletters, and announcements.

Groups are requested to link back to information provided on the Intranet pages rather than duplicate leader and member rosters in static format. This helps ensure that member information is kept up to date and that SAA's Privacy and Confidentiality Policy (<http://www.archivists.org/privacy>) is upheld.

Records Management for SAA Component Groups

The following information is provided to assist SAA leaders in ensuring that SAA's records are administered in an appropriate fashion, and that records with continuing value to the organization or others are routinely transferred to the Archives Department of the University of Wisconsin-Milwaukee (UWM) Libraries, which serves as home of the SAA archives.

General Records Schedules

E-Mail Discussion Lists

This schedule covers all e-mail discussion lists, both public and private, hosted by SAA, with the exception of the Archives and Archivists (A&A) List. SAA's Director of Member and Technical Services is able to set retention periods for each email discussion list. Once the specified retention period has lapsed, list messages are automatically "purged" by the list software. SAA members are encouraged to use email discussion lists hosted by SAA to conduct SAA business.

Discussions

Disposition: For messages of a routine administrative nature or possessing only transitory value, there is a rolling destruction date of 2 years from date of submission. If the message possesses enduring value for administrative, legal, or fiscal purposes, or has historical value, the chair or convener must ensure that it is printed out as a hard copy or saved as an electronic file in the SAA leader's own filing system. These records must be transferred to the SAA Archives in accordance with the terms of the relevant records schedule, or as deemed appropriate by that person and the SAA Archivist.

Documentation

Includes items such as technical manuals and directions on how to use the list. Disposition: Temporary. Destroy/delete when superseded or obsolete, or upon authorized deletion of related electronic records.

Sections and Roundtables

Administrative Files and Correspondence

This series consists of documentation received and produced by sections and roundtables in fulfilling their major purposes. Documentation includes, but is not limited to, mission statements, meeting minutes, newsletters, leadership lists, statements of particular goals and objectives, files pertaining to special projects undertaken by sections, recommendations to Council, and annual meeting program session proposals. **Retention Time Period:** Retain for 3 years from date of creation and transfer to SAA archives.

Specific Records Schedules

Awards Committee

Administrative Files and Correspondence

This series consists of documentation received and produced by the Awards Committee in fulfilling its major purposes. Documentation includes correspondence from the award

subcommittees to the Awards Committee announcing award recipients, as well as from the Awards Committee to SAA presidents and council. Administrative files pertain to the awards process generally, such as suggestions for new awards, awards criteria and guidelines, and recommendations to council. This records series may include confidential material and should be restricted for a brief period of time to be mutually determined by the SAA Executive Committee, the Awards Committee chairs, and the SAA Archivist. ***Retention Time Period:*** Retain for 1 year from date of creation and transfer to SAA archives

Awards Subcommittees

Award Nomination and Selection Files

This series consists of documentation received and produced by an awards subcommittee in the annual process of selecting award recipients. Documentation includes letters of application and nomination, supporting material (e.g., resumes, letters of recommendation, finding aids, etc.), and evaluations of submissions by subcommittee members. Announcements of final decisions made by an awards subcommittee, and information pertaining to the decision-making process generally (i.e., but not pertaining to individual applicants) are to be retained as part of the Awards Committee administrative files and correspondence series. This record series is confidential. ***Retention Time Period:*** Retain for 3 years from the date of creation and destroy confidentially.

Transfer Procedures

SAA leaders should remove routine transmittal letters and other "house-keeping" documents following the retention period and before sending the records to the SAA archives at the University of Wisconsin-Milwaukee (UWM) Libraries. Records scheduled for transfer should be carefully packaged and described in a [transfer form](#). Please send records to:

University of Wisconsin-Milwaukee
UWM Libraries / Archives
Attn: Archives Dept. Head
P.O. Box 604
Milwaukee, WI 53201-0604

Neither the SAA executive office nor the UWM Libraries is able to assist with defraying costs associated with shipping. The Archives Department will acknowledge receipt of transfers.

Individuals wishing to transfer electronic records should contact Michael Doyle, SAA Archivist and head of the UWM Libraries' Archives Department, at (414) 229-6980 or doylenm@uwm.edu. The Archives Department can accept almost any self-contained file format. To help ensure that content remains readable and usable long into the future, however, we prefer open, standard, non-proprietary, common formats.

Records are transferred according to the terms of the original agreement between SAA and the University of Wisconsin System Board of Regents on behalf of UW-Milwaukee and the UWM Libraries, which was executed in April 2001. Upon transfer, records become the property of the Board of Regents of the UW System. SAA retains copyright in all records donated. Records will be open for research except when prohibited by privacy laws or other statutes, or when formal agreement to the contrary exists between SAA and the Archives Department. The staff of the Archives Department may use its discretion to dispose of material outside the scope of its documentary goals.

Working with the SAA Council

The SAA Council meets three times per year. In 2009-2010, meetings will occur:

- January 21-24 in Washington, DC;
- In late May in Chicago; and
- In August in conjunction with DC 2010.

The full schedule will be made available to all members via the SAA website and the bi-weekly e-bulletin, *In The Loop*, as soon as all dates are confirmed.

If you have recommendations for the Council's consideration, here's a general schedule to keep in mind:

- **Four weeks before the meeting:** Recommendations for Council action or discussion should be submitted four weeks in advance of the meeting start date. This is the point at which agenda items are being gathered and the agenda takes shape. Share your recommendation(s) with your Council liaison, who may be able to help you craft language and who will ensure that your item is considered for the agenda.

Visit your group's page in the Leadership Directory to download a template / guide that will help you prepare a report or recommendation for Council consideration. (See: <http://www.archivists.org/leaders/>.)

- **Two weeks before the meeting:** The agenda is pretty well set and all materials that are ready for Council members' review (i.e., the first batch of Council reports) are posted to the Council's secure workgroup site.
- **Also two weeks before the meeting:** By vote of the Council, the SAA office will post to the website a copy of the meeting agenda, which is subject to change. Three days following, the first batch of Council reports are released to the membership.
- **One week before the meeting:** The second and final batch of Council materials is posted to the Council's secure workgroup site. Three days following, these reports are released to the membership.
- **Two months after the meeting:** By vote of the Council, minutes of Council meetings are made available to members via a website post within 60 days after each meeting.

Some items can't wait! If you have an item that is time sensitive, please contact your Council liaison, SAA President Peter Gottlieb (peter.gottlieb@wisconsinhistory.org), or Executive Director Nancy Beaumont (nbeaumont@archivists.org) to discuss placing it before the Executive Committee or Council for online discussion and vote. In many cases, the Council is able to take action between face-to-face meetings.

And remember: Council meetings are open to all members. We encourage you to attend!

Contact List for Additional Assistance

For member assistance with orders, billing issues, address updates, and login difficulties, please contact:

The SAA Service Center..... servicecenter@archivists.org
Carlos Salgado, Service Center Manager csalgado@archivists.org

For assistance with leader role updates, please contact:

René Mueller, Project Assistant..... rmueller@archivists.org
Carlos Salgado, Service Center Manager csalgado@archivists.org
Brian Doyle, Director of Member & Technical Services bdoyle@archivists.org

For questions and concerns regarding SAA policy, group reports, and governance, please contact:

Your group's Council Liaison (if applicable).....Consult your official roster for the name and contact information of your designated Council Liaison:
<http://www.archivists.org/leaders/>
Nancy Beaumont, Executive Director nbeaumont@archivists.org
Peter Gottlieb, SAA President (2009-2010) peter.gottlieb@wisconsinhistory.org

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