

# Responsibilities of the Co-chairs for the Archives and Archivists of Color



One new co-chair is elected each year serving a two-year term. The newly elected co-chair serves as vice-chair, rising to the senior co-chair in their second year. The newly elected co-chair assists the senior co-chair, as appropriate, during the first year's tenure including taking minutes at the business meeting.

## **Overall Duties**

1. Serve as point of contact to the SAA Council, office staff and membership. Chairs are listed in the SAA Leadership Directory and placed on the SAA Leadership Listserv.
2. Respond to inquiries from the public, archival profession, and SAA members and groups.
3. Coordinate efforts to address issues of interest and concern to the AAC.
4. Periodically check status of activities with AAC members who have volunteered to manage AAC projects.
5. Evaluate and endorse, as appropriate, SAA session proposals focused on issues of interest and concern to AAC.
6. Ensure publication of the Roundtable newsletter in coordination with newsletter editors. The newsletter is published twice a year, generally spring and fall. The Co-chairs are responsible for writing the "Message from the Chair and Co-Chair" for the newsletter.
7. Ensure the on-going publication and update of the AAC website.
8. Seek candidates for the new Roundtable Chair. All candidates must be SAA members in good standing. Prepare for election/appointment to be held at AAC annual business meeting.
9. At the end of the Chair's tenure, send all records created during their tenure to AAC Archives. Send to: Dr. Clifford Muse, Moorland-Spingarn Research Center, Howard University, Washington, D.C. 20059 cmuse@howard.edu

## **Harold T. Pinkett Minority Student Award Duties**

1. Chair the Harold T. Pinkett Award Sub-committee, which is a component of the SAA Awards Committee. The Pinkett Award Sub-committee consists of the AAC Chair and two other members, one appointed by the AAC Chair and the second by the SAA Awards Committee Chair. All members of the Pinkett Sub-committee must be SAA members in good standing.

2. Maintain and update mailing list to send announcements requesting applications for the Pinkett Award. Send announcements to archival studies programs, and other institutions to garner potential award candidates. Costs for the photocopying and mailing are generally provided in-kind by the AAC Chair (and/or their employer).
3. Coordinate the review of applications with the sub-committee members. Notify SAA Awards Committee Chair of person selected for the award. The SAA Awards Committee Chair establishes the timetable for notification to the candidate and the Awards Committee. Notify the applicant that is selected as the award recipient. Provide the name of the award recipient to the SAA Office to ensure procedures are initiated to cover all expenses.
4. Introduce Pinkett Award recipient at the SAA Awards Program.
5. Mentor/host award recipient at SAA Meeting as appropriate.

### **Annual Meeting Duties**

1. Respond to requests from SAA to establish the date, time, and equipment needs for the AAC business meeting, held during the annual SAA conference.
2. Develop agenda and chair the business meeting.
3. Have Co-Chair take business meeting minutes. If both co-chairs are not in attendance, the Chair must recruit someone at the meeting to take the minutes of the meeting.
4. Circulate a form to compile a list of attendees to the meeting. Form should ask for contact information for future communications with the attendees. (Note all those attending SAA annual meetings are not SAA members, some are simply attending this specific conference.)
5. Encourage AAC members to participate in AAC projects, and SAA (i.e. program sessions, committee appointments, other roundtables and sections, nominations for elected office, etc. )
6. Announce to membership the names and positions of AAC members who are holding office, and serving on committees and task forces, etc. in SAA.
7. Introduce Pinkett Award recipient.
8. Solicit funds from attendees for the Pinkett Award. Submit funds to SAA Executive Director immediately after the meeting. (Checks can be made to Society of American Archivists, write in note section of check "Pinkett Award")
9. Seek additional candidates for the new Roundtable Chair. All candidates must be SAA members in good standing. Hold election/appointment.