

Society of American Archivists
Latin American and Caribbean Cultural Heritage Archives Roundtable
☞
LACCHA Roundtable Handbook

TABLE OF CONTENTS

- 1.0 [Mission](#)
- 2.0 [Leadership](#)
 - 2.1 [Elected Positions](#)
 - 2.1.1 [Senior Co-Chair and Junior Co-Chair](#)
 - (a) [Term of office](#)
 - (b) [Resignation or vacancy](#)
 - (c) [Election](#)
 - (d) [Duties](#)
 - 2.2 [Volunteer Positions](#)
 - 2.2.1 [General](#)
 - 2.2.2 [Webmaster](#)
 - (a) [Term of office](#)
 - (b) [Duties](#)
 - 2.2.3 [Newsletter Editor](#)
 - (a) [Term of office](#)
 - (b) [Duties](#)
 - 2.2.4 [Liaisons](#)
 - (a) [Term of office](#)
 - (b) [Duties](#)
- 3.0 [Communications](#)
 - 3.1 [Listserv](#)
 - 3.2 [Web site](#)
 - 3.3 [Newsletter](#)

[Return to Top](#)

1.0 MISSION

The Latin American and Caribbean Cultural Heritage Archives (LACCHA) Roundtable serves as a forum for discussion and advice on issues relating to the management and preservation of archival and cultural heritage materials housed in U.S. repositories and originating from the Latin American and Caribbean area or created in the United States by Latin American and Caribbean diasporal or special interest groups.

[Return to Top](#)

2.0 LEADERSHIP

2.1 Elected Positions

2.1.1 Senior Co-Chair and Junior Co-Chair

- (a) Term of office: Roundtable leadership shall consist of two Co-Chairs serving staggered two-year terms, so that a new (Junior) Co-Chair is elected each year at the annual business meeting. Staggered terms provide for continuity in leadership and allow a Junior Co-Chair to benefit from the knowledge and experience of the preceding Senior Co-Chair. In the second year of his/her term, a Junior Co-Chair will automatically succeed to the position of Senior Co-Chair. Co-Chairs must be SAA members in good standing throughout their terms of office. For the first election, a Senior Co-Chair will be elected for a one-year term and a Junior Co-Chair will be elected for a two-year term.

[Return to Top](#)

- (b) Resignation or vacancy In the event of a mid-term resignation or other vacancy of a Co-Chair position prior to the next annual business meeting, the surviving Co-Chair will assume, or retain, as the case may be, the Senior Co-Chair position for the remainder of the then-current term, and designate from the LACCHA membership a Junior Co-Chair to serve in the interim until the next annual election at which time elections for both Co-Chair positions will be held as if for the first roundtable leadership election.

[Return to Top](#)

- (c) Election: Nominations will be solicited by the presiding Co-Chairs and announced by e-mail via the LACCHA listserv no less than 45 days prior to the annual business meeting. Co-Chair candidates must be SAA members in good standing and must be members of LACCHA. At the discretion of the presiding Co-Chairs, the annual election may be conducted by paper ballot or acclamation at the annual business meeting or by electronic vote if conducted no more than 30 days prior to the annual meeting. Election results will be effective as of the annual business meeting or at the time of the annual elections, whichever shall occur later. Only SAA members in good standing are eligible to vote for roundtable leaders.

[Return to Top](#)

- (d) Duties:
- Plan and oversee arrangements for the annual business meeting: draft and distribute the proposed agenda; plan the program or guest speaker portion of the meeting, if any; coordinate with SAA for meeting space, including any necessary audiovisual or other equipment; communicate with SAA Council, Program Committee, and any other committee liaisons and roundtable volunteers to confirm their participation on the agenda.
 - Chair LACCHA annual meeting and all roundtable general membership meetings. The Senior Co-Chair will chair such meetings and designate a meeting secretary to record the

minutes. In the absence of the Senior Co-Chair the Junior Co-Chair will serve in this capacity. The duties of the meeting chair include, but are not limited to, the circulation and collection of a meeting attendance form, the coordination of announcements and discussions of roundtable business matters, LACCHA projects and SAA activities (e.g., program sessions, committee appointments, volunteer appointments, news from other SAA roundtables and sections, nominations for elected office, etc.), conducting elections, and fostering meaningful meeting participation by all LACCHA members.

- Communicate with SAA leadership on behalf of the roundtable and respond to queries from SAA leadership as issues arise.
- Submit in a timely manner the following documents to the SAA Office:
 - Leadership Form (available from SAA office or Council liaison) listing the names and contact information for LACCHA's elected officials.
 - Annual Report within 90 days of the annual meeting to the SAA Executive Director with a copy to the Council liaison (form available online at <http://www.archivists.org/governance/reportform.rtf>).
 - Copy of the LACCHA meeting sign-in attendance sheet (attached to the Annual Report).
- Ensure that the Annual Report is timely linked from the LACCHA Web site and posted to the LACCHA and ARCHIVES discussion lists.
- Liaise and seek out collaborative opportunities to work with other SAA sections, work groups and roundtables, including, but not limited to, the Archives and Archivists of Color and International Archival Affairs roundtables, on programs, issues, and projects of mutual interest.
- Communicate regularly with LACCHA membership via the LACCHA listserv, including, but not limited to, (a) in advance of the annual meeting to inform the membership of the time, place and proposed agenda and re: LACCHA-related sessions and activities; (b) after the annual meeting to announce the election of a new Junior Co-Chair and other volunteer appointments with appropriate contact information; (c) to solicit session and/or workshop proposals; and (d) to inform members of events and issues of concern.
- Coordinate and respond appropriately to requests for LACCHA's endorsement of session proposals.
- Seek nominations for Junior Co-Chair candidates and oversee preparation for conducting elections at LACCHA annual business meeting.
- Respond on behalf of LACCHA to correspondence and inquiries from the public, archival professionals, and SAA members and groups.
- Coordinate efforts to address and advocate for issues of interest and concern to LACCHA members.

- Designate, coordinate with and advise appointed LACCHA volunteer project managers on roundtable project activities.
- Designate, coordinate with and advise appointed LACCHA volunteers serving as Webmaster, Newsletter Editor, and Liaisons in their respective responsibilities.
- Prepare and submit for each edition of the LACCHA newsletter a report from the roundtable leaders.
- Consult and communicate with the SAA Council Liaison as needed and appropriate.
- At the end of the retention period designated by SAA, send all necessary LACCHA roundtable records to the SAA Archives.

[Return to Top](#)

2.2 Volunteer Positions

2.2.1 General

If desired and approved by the Co-Chairs, responsibility for any named volunteer position may be shared between two LACCHA members in good standing by appending a prefix of “Assistant” to the title of any added person. In the event of a vacancy or an inability to serve, the Co-Chairs may designate the Assistant, if any, as the lead volunteer; alternatively, the Co-Chairs may designate another LACCHA member to serve in a named volunteer position.

[Return to Top](#)

2.2.2 Webmaster

- (a) Term of office: The Webmaster is appointed by the Senior Co-Chair to serve a one-year term.
- (b) Duties:
 - Maintain and update the LACCHA Web site.
 - After the annual meeting, post updated contact information for new Co-Chairs and elected officers to the Web site.
 - Post the newsletter, annual report, minutes and any announcements to the LACCHA Web site.

[Return to Top](#)

2.2.3 Newsletter Editor

- (a) Term of office: The Newsletter Editor serves a one-year term and is appointed at the annual meeting.

(b) Duties:

- Solicits articles for the newsletter via the Archives and Archivists, LACCHA, and related listservs, other electronic resources, professional organizations, LACCHA Liaisons and other appropriate means.
- Edits and lays out the newsletter with the advice of the Co-Chairs.
- Prepares newsletter for publication on LACCHA Web site.
- Announces the newsletter on the LACCHA listserv and other media outlets.

[Return to Top](#)

2.2.4 Liaisons

(a) Term of office: Liaisons serve one-year terms and are appointed at the annual meeting.

(b) Duties:

- Report to LACCHA on programs and activities of mutual interest groups within SAA, e.g., Archivists and Archives of Color Roundtable, and International Archival Affairs Roundtable, and any other liaison relationships that may develop from time to time with other SAA groups. Similarly, report to LACCHA on programs and activities of any other mutual interest groups, organizations or projects, e.g., the Seminar on the Acquisition of Latin American Library Materials (SALALM), and any other liaison relationship that may develop from time to time with such entities.
- Represent LACCHA to these groups of mutual interest.

[Return to Top](#)

3.0 COMMUNICATIONS

3.1 Listserv

- The LACCHA listserv is hosted and managed by SAA.
- Whether officially a member of the LACCHA Roundtable, any SAA member can subscribe to the LACCHA listserv.
- Non-members of the Society may also join the LACCHA listserv.
- Co-Chairs will forward appropriate messages from the SAA leaders list to the LACCHA listserv.

[Return to Top](#)

3.2 Web site

- SAA maintains on its main Web site broad information about LACCHA’s goals, leadership, and activities.
- LACCHA may add information to the Roundtable Web page on the SAA Web site using templates provided by SAA.
- LACCHA may create and maintain a separate page for the Roundtable that follows SAA policies, uses the SAA logo, and links back to the SAA Web site. Any external Web site must be registered with the SAA Office.
- With the advice of the Co-Chairs, the Webmaster is responsible for creating, updating, and maintaining the LACCHA Web pages whether they reside on the SAA Web site or at an external URL.

[Return to Top](#)

3.3 Newsletter

- The title of the LACCHA newsletter is “Memoria.”
- The newsletter is published twice a year in May/June (Summer) and October/November (Winter). Special editions in addition to the regular publication dates may be published as needed or required.
- The newsletter is made available on the LACCHA Web site and each issue’s publication is announced on the LACCHA listserv, the Archives and Archivist listserv, and related media.
- With the advice of the Co-Chairs, the Newsletter Editor is responsible for editing and publishing the LACCHA newsletter.

[Return to Top](#)