

SPECIAL COMMITTEES AND TASK FORCES HISTORY

Special committees or task forces (also referred to as ad hoc committees) are described in By-laws VI.4.

Special committees shall be created when the need arises and in the same manner as the regular standing committees. Chair and members of these committees shall serve until their charge is fulfilled.

LIST OF SPECIAL COMMITTEES OR TASK FORCES TO DATE: (list in progress, to be updated as information surfaces from SCA archives or other sources.)

Ad Hoc Steering Committee

Term of service: 28 July - 19 October 1971

Charge: Found the Society of California Archivists

Chair:

Steering Committee

Term of service: 19 October 1971 - 1972

Charge:

Chair: Lynn Bonfield Donovan

Constitution

Term of service: 19 October 1971 - 1972

Charge: Formulate the bylaws of the Society of California Archivists

Co-chairs: Casey Brooks and Patricia J. Palmer

Bylaws Revision Committee

Term of service: 1976 -

Charge:

Chair: Jean F. Preston

Committee for the 80s, 1980

Term of service: 1980

Charge: To look at long range goals for SCA for the 1980's, including review of past goals, appraisal of current needs, review other similar organizations for comparison and ideas, broadening the SCA membership base, support of additional programs (publications, consultation, grants), feasibility of paid staff, and cooperative project with other organizations.

Chair: Charles Palm

Outreach

Term of service: ca. 1985-87

Charge: Surveying the SCA membership for their recommendations concerning outreach needs and strategies.

Chair: Brother Larry Scrivani

Security of Archival Collections

Term of service: ca. 1978-80

Charge:

Chair: James Mink

Budget & Finance

Term of service: 1989-90

Charge:

Chair: Jacque Sundstrand and Phillip Bantan (co-chairs)

Committee of the 90s (renamed Committee 2000 in the fall of 1990)

Term of service: 1988-91

Charge: To review SCA's work, activities, structure, programs, and stated and implied goals. To make

recommendations for improvements, continued growth, and development through the end of the century.
Chair: Ann Caiger (1988-1990), Julia O'Keefe (1990-91)

Handbook (Officially assigned to Secretary in 1992-93)

Term of service: 198?-93)

Charge: To create and maintain a handbook of SCA procedures.

Chair: Sister Mary Helena (198?), Diane Nixon (1989), Nicole Bouché (1990-91), Jeri Browne (1991-93), Dorothy Mackay-Collins (1992-93)

Council Task Force on Committees

Term of service: 1991-92

Charge: Investigate and analyze the SCA committee structure and make recommendations for realignment of responsibilities in order to balance the work load of committees and ensure that committees do the ongoing work of the Society, rather than function as interest groups.

Chair: Diane Nixon

Task Force on SCA Archives

Term of service: 1991-93

Charge: Analyze the Society's archives with the goals of reorganizing them if necessary and of establishment of retention policies, procedures, and schedules.

Chair: Jim Hofer

Silver Anniversary Committee

Term of service: [1991]-1996

Charge: To coordinate activities in preparation for the Society's 25th anniversary in 1996.

Chairs: Waverly Lowell and Larry Burgess

Education Endowment Fund Task Force

Term of service: 1993-1994

Charge: To prepare a report to the Board including the history of the establishment of the Fund and its use; the purpose of the Fund, based on a broad concept of education; guidelines for eligibility for use of the Fund; and guidelines for administration and preservation of the Fund.

Chair: Deborah Day

Fiscal Sponsor Task Force

Term of Service: 1995-

Charge: To set up guidelines for SCA to act as fiscal sponsor for SCA members seeking grants for archival or manuscript projects.

Chair: Nancy Zinn

Advanced Education Institute Task Force

Term of Service: 1995-

Charge: To explore the possibility of an advanced education institute, and to come up with a basic framework, method of curriculum and model for financial support.

Chair:

Financial Task Force

Term of Service: 1995-

Charge: To review the Society's overall financial condition, fundraising and other financial issues as outlined in the Committee 2000 report.

Chair: Larry Burgess