

COMMITTEE DESCRIPTIONS

SCA committees are the driving force of the Society. All major projects and accomplishments of the Society can be traced to the endeavors of these stalwart groups. Members are strongly encouraged to join a committee--it's a great way to serve the profession and to meet your colleagues!

STANDING COMMITTEES. SCA standing committees are established by Council to cope with the on-going tasks of the Society. While the chair rotates and the tasks evolve, these groups generally function over many years.

Awards

The Awards committee administers the Mink Scholarship Awards and the Sustained Service Award, which are offered by the SCA. Members develop criteria for the awards, advertise the awards, and select recipients. Committee consists of a chair, two past-presidents of SCA, and two other members appointed by the president.

Education

The Education Committee promotes archival education and the professional development of archivists in California. The committee monitors the archival environment, and provides California archivists at every level of experience with opportunities to develop their professional expertise. In addition to coordinating several workshops this year, the Education committee plans to analyze the educational needs of SCA members, continue its survey of graduate archival education in California, and begin initial planning for distance education and other training innovations.

Election

The Election Committee swings into action for a few months each year to provide SCA members with information about candidates for SCA offices and Council and to conduct the election. Please direct all comments and suggestions about the SCA election process to Alison.

Government Affairs

The Government Affairs Committee monitors national and state legislation of interest to the archival community and coordinates special governmental projects on an as-needed basis.

Local Arrangements

If the program is the "meat" of the AGM, local arrangements are the "bones." The Local Arrangements Committee coordinates meeting site needs, publishes the AGM program, handles registration, and arranges for events, trips and activities. Works closely with SCA Program Committee, the Education Committee, hotel personnel, and vendors.

Membership

Recruiting and promoting active membership in the Society, the Membership Committee provides information about SCA to Treasurer Committees prospective members and promotes networking within the Society. The committee maintains and distributes the membership roster to SCA members, produces a membership brochure annually, and provides current mailing labels for other SCA committees. An important goal for this year is to automate the membership records.

Nominating

The only committee whose membership is mandated by the SCA Bylaws and whose members are elected, the Nominating Committee has the responsibility of presenting a written slate of candidates to the SCA membership. Under the chairmanship of the immediate past president, this three-member committee prepares and distributes a nominating form and secures nominations for SCA offices falling vacant.

Outreach and Publicity

The mission of the Outreach Committee is to disseminate information about the archives profession and about SCA activities to related professions and to the general public. The committee coordinates with the Education Committee and Membership Committee, promoting archives and providing information about archival concerns. Through the work of this committee, SCA has sponsored sessions at the California Library Association meetings and other related organizations.

Program

Planning the AGM is the chief responsibility of this year's Program committee. The committee will brainstorm program ideas, arrange panels and other sessions, and schedule speakers. Program Committee will work closely this year with the Education Committee and with the Local Arrangements Committee to make the AGM a stimulating and rewarding experience!

PublicationsSCA Newsletter

In consultation with the SCA Council, this committee bears responsibility for the development, production, sales and marketing of the publications of the Society. Recent projects have included the Directory of Archival and Manuscript Repositories in California, the Membership Resource Directory, and SCA's twentieth anniversary keepsake. The committee has also published two issues of Westwords, a series of occasional papers addressing issues of interest to the archival and library Committees communities. The committee assists the editor of the quarterly SCA Newsletter with tasks as needed.

WAI Joint Management

With representatives of the California State Archives and SCA, the WAI Joint Management Committee plans, develops, and oversees the Western Archives Institute, a two-week archival training program held each summer.

COMMITTE.DES 5/93 jok 6/93 bh; 4/94 ppa; 7/95 ppa