

SOCIETY OF CALIFORNIA ARCHIVISTS

HONORARIA POLICY

Handbook section: 4-14

The Society of California Archivists (SCA) strongly supports the use of special speakers at the Annual General Meeting, Society sponsored workshops, Western Archives Institute and other special events. In recognition of the planning involved by speakers in giving a presentation, the following policy has been adopted for use:

1. SCA members who participate as speakers are generally not offered an honorarium. Such participation is considered a contribution by the member to the welfare of the organization.
2. AGM special speakers will be offered an honorarium at the time of initial contact. Those individuals who decline the honorarium will be informed of the option of returning the funds to the Society as a tax-deductible donation.

AGM speakers who will receive an honorarium from the special annual fund will be compensated at a rate approved by the Board. This amount may vary depending on the speaker as negotiated by the Program Chair.

AGM keynote, plenary, and other special speakers, not funded by the special annual fund, will receive an honorarium of a specified amount (see table) periodically reviewed by the Board.

Pre-AGM conference workshop leaders will receive an honorarium of a specified amount for half-day and full-day sessions (see table). The Board will periodically review the amount. The honorarium costs will be recouped from fees charged to attend the workshop.

3. Society sponsored workshop leaders and speakers (Fall and Spring non-AGM) will be offered an honorarium at the time of initial contact. The honorarium will be a specified amount (see table) periodically reviewed by the Board. Those individuals who decline the honorarium will be informed of the option of returning the funds to the Society as a tax deductible donation. The honorarium costs will be recouped from fees charged to attend the workshop.

4. Western Archives Institute (WAI) principal faculty and adjunct faculty will be offered an honorarium at the time of initial contact. The honorarium will be a specified amount (see table) periodically reviewed by the Board. Those individuals who decline the honorarium will be informed of the option of returning the funds to the WAI as a tax-deductible donation. The honorarium costs will be a part of the overall budget for each WAI.

5. Western Archives Institute Associate Administrator and On-site Coordinator will be offered an honorarium at the time of initial contact. The honorarium will be a specified amount (see table) periodically reviewed by the Board. Those individuals who decline the honorarium will be informed of the option of returning the funds to the WAI as a tax-deductible donation. The honorarium costs will be a part of the overall budget for each WAI.

6. In cases of special circumstances or events, Committee Chairs can bring proposals for additional honoraria funds to the Board for consideration.

7. Special speakers for all venues may receive other forms of compensation, including travel, lodging, and meal expenses. Requests for such compensation will be submitted to the Board by the appropriate representative of the Society.

8. All special speakers will receive a letter of thanks from an appropriate representative of the Society.

Approved: Board mtg 04/02 (ejs); amended Board mtg 08/02 (ejs)

HONORARIA RATE TABLES

	Annual Fund Special Speakers	Non-Annual Fund Special Speakers	Pre-AGM Workshop speakers 1/2 Day	Pre-AGM Workshop speakers Full Day
AGM	Rate Approved by Board	\$ 200 each	\$ 250 each	\$ 500 each

WAI	SALARY
Principal Faculty	\$2000.00
Adjunct Faculty	1/2 Day: \$100 each; full day: \$200 each
Associate Administrator	\$1500.00
On-site Coordinator	\$1500.00
Regional Administrator	\$1400.00
Regional On-site Coordinator	\$1250.00

Approved 04/02 Board Mtg (ejs)