

## 3-1 COMMITTEES

### General Description

Special Committees are ad hoc committees or task force groups established by the Board to perform a specific task for a limited time. They are described briefly in Bylaws VI.4.

Standing Committees are those committees that provide essential services to the Society. Permanent committees are established by the Bylaws or by the Board for whatever purpose is deemed necessary to help in the work of the Society.

Standing Committees and their selection are described in Bylaws VI.1-2 (See also the current version of *The Standard Code of Parliamentary Procedure* by Sturgis).

The Standing Committees are:

AWARDS  
DEVELOPMENT  
EDUCATION  
ELECTION  
FINANCE AND INVESTMENT  
GOVERNMENT AFFAIRS  
LOCAL ARRANGEMENTS  
MEMBERSHIP  
NOMINATING  
OUTREACH AND PUBLICITY  
PROGRAM  
PUBLICATIONS  
SITE SELECTION  
WEBSITE  
WESTERN ARCHIVES INSTITUTE JOINT MANAGEMENT

Committee chairs and co-chairs are appointed or reappointed annually by the President with Board approval. Chairs and members of all Committees shall be SCA members. In most cases committee members are appointed or reappointed by the chair. Annually, chair should confirm the continuing interest of committee members to serve. Annually, the President assigns a Board liaison to each committee. Committee composition is outlined in Bylaws, VI.2.

Hereafter, in the handbook, the term chair shall also refer to co-chairs when applicable.

Incoming committee chairs should familiarize themselves with the SCA Handbook. Outgoing chairs or board liaisons should provide at minimum to incoming chairs a copy of the outgoing chair's quarterly and annual reports and the previous year's committee budget.

### Responsibilities

Responsibilities that apply to all standing committees are described here. Those pertaining to specific committees are described in that Committee's description in the Handbook.

1. The Committee chair is responsible for making Handbook change recommendations to the Board.
2. Committee chairs report directly to the President, although the President may delegate to a Board member the role of liaison between a committee and the Board (see Section 2-1 for role of liaison).
3. Each committee chair prepares a formal report to the Board prior to each Board meeting (use reporting form 7-21). Usually the report is submitted to the President about 2 weeks before the scheduled Board meeting.
4. SCA's fiscal year is January 1- December 31. In preparation for the Board's fall budget meeting, chairs provide a proposed budget to the Treasurer (see 7-13 for budget categories). Committee Chairs and members are reimbursed for budgeted expenses incurred in the course of performing committee tasks. These include costs incurred for such activities as photocopying, mailing, and phone calls. **SEE ALSO:** Reimbursement Policy, 4-2.
5. Committee chairs present an oral report of committee activity at the Annual Business Meeting during the Annual General Meeting. Chairs unable to attend shall designate a representative to make this report in their absence.
6. Committee chairs send non-current records to the Society's archives at the end of their term of service.

**STANDING COMMITTEES.** SCA standing committees are established by the Board to administer the on-going tasks of the Society.

### **Awards**

The Awards committee administers various awards. The committee develops criteria for the awards, advertises the awards, and selects recipients. Committee consists of a chair, two past presidents, and two other members appointed by the President.

### **Development**

The Development Committee pursues fundraising in support of the activities and programs of the Society, through both member gifts and outside funding sources.

### **Education**

This standing committee promotes archival education and the professional development of archivists throughout the state. In addition to coordinating several workshops each year, the Education committee analyzes the educational needs of SCA members, and pursues other training opportunities.

### **Election**

The Election Committee conducts annual elections for vacant offices in a given year.

### **Finance and Investment**

The Finance and Investment Committee advises the Board on the management of the Society's assets. Committee consists of: Treasurer as chair, President and Vice President, WAI administrator, development committee chair, and one member at large appointed by chair.

### **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. This standing committee monitors national, state, and local legislation and policy, political appointments and governmental funding agencies, and political issues of interest to archivists.

### **Local Arrangements (AGM)**

The Local Arrangements Committee works in coordination with the Program Committee and is responsible for all physical arrangements of the Annual General Meeting.

**Membership**

This Membership Committee surveys the current interests and concerns of the membership, encourages participation in SCA activities and programs, and solicits new members.

**Nominating**

Solicits candidates for the SCA Board of Directors and prepares a slate of candidates for offices falling vacant within a given year. This is the only committee whose membership is mandated by the SCA By-laws, and whose members are elected.

**Outreach and Publicity**

The mission of the Outreach Committee disseminates information about the archival profession and about SCA activities to allied organizations and professions and the public.

**Program (AGM)**

The Program Committee plans and presents the Annual General Meeting (AGM) in the spring. The Vice President shall chair the committee. The committee develops a theme, contacts speaker candidates, and reviews session proposals. The Program Committee coordinates with Local Arrangements and Education committees as necessary.

**Publications**

This committee develops, produces, sells and markets the Society's publications. These include the quarterly *Newsletter*, and such projects as new additions of the *Directory of Archival and Manuscript Repositories in California*, and other publications.

**Site Selection**

The Site Selection Committee locates and recommends to the Board options for hotel sites for the Annual General Meeting in the city or area designated by the Board, according to prescribed criteria.

**Western Archives Institute Joint Management**

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

**Website**

This committee designs, maintains, updates the SCA website, a primary means of communication with the society's membership and others.

COMMITTEE.GEN 7/86 rln; 5/89 dsn; 10/90 nlb; 5/93 jab; 4/94 ppa; 2/98 lgr; 1/06 jlm  
3/06 Board