

## **SCAA Board of Directors FAQ**

### **Why should I join the SCAA Board?**

Joining the SCAA Board is a great way to network with other archivists and keep the Saskatchewan archival community healthy within the province. Joining the Board will allow you to help make an impact on the direction and future of our association and how it serves archives across the Province. It's also a great way to more directly represent the needs and interests of your community and institution.

### **Who should join the SCAA Board?**

Anyone who is a member in good standing can become a member of the SCAA Board. Elections for the Board are held annually at the AGM. While SCAA is a professional association we welcome and encourage members from a variety of backgrounds to participate on the board and committees, including those that volunteer in their local archives. SCAA serves big and small institutions in Saskatchewan, so having a diversity of experience and qualifications on our board is valuable to ensure the needs of all our members are being met.

### **How many times does the SCAA Board usually meet?**

The SCAA board typically meets 5-6 times throughout the year. Two of those meetings are usually in person often in Regina or Saskatoon. The other meetings are held via teleconference and video conference, and are half day sessions typically ending around noon. We know board members often have many other pressing responsibilities and we try and work around busy schedules.

### **What if it's difficult for me to travel to a SCAA Board meeting?**

Travel and accommodation expenses to attend meetings are reimbursed for board members, and we do accommodate those that can't attend via teleconference.

### **How long do SCAA Board members serve?**

SCAA's board terms are for two years, unless filling a vacant position. This allows us some overlap and continuity of board members, with typically only half the positions becoming vacant annually.

### **What if I'm new to SCAA or the Board?**

A board orientation and planning meeting is held in the fall to ensure all new and returning board members are well informed about their role, board governance policies, plans and activities for the coming year, etc.

### **How much work is it being on the SCAA Board?**

SCAA knows that the members of our board have many other responsibilities and that SCAA board and committee work does add to that. However, we have taken steps to try and ensure that the extra workload is not a burden and that board members are more focused on higher level planning rather than the day to day operations. We value the expertise of our volunteers and want to make the best use

of your time, and want your experience with SCAA to be happy and helpful to you and your organization.

SCAA has administrative support from our Executive Director. As well, we have a full time Archives Advisor. Our staff handle much of the routine and administrative functions for our activities, leaving committees or the board to primarily focus on the strategic direction of the organization or specific SCAA activities.

### **What other responsibilities do Board members have?**

Board members are also involved in the work of SCAA committees. Board members normally chair or are members of at least one committee. The chair of the committee provides updates prior to every board meeting, and recruits the other committee members. The committees are partially responsible for the delivery of some of SCAA's services to our members, but they are greatly supported by our staff.

### **When do Board members select the Committee they are involved in?**

The selection of chairs happens very quickly after the AGM, it is helpful for all board members to decide what committee they would like to chair/join by the time of the AGM.

### **How do I know which Committee I should join/chair?**

Committee chairs are selected and not assigned annually, and new committees/working groups can be created as needed. SCAA's current committees are: Grants Committee, Education Committee, Public Awareness Committee, Governance Committee and the Diversity Working Group (an Audit Committee and Nominations Committee are also struck toward the end of the fiscal year). SCAA wants our board members to be enthusiastic and engaged with the committees they chair or sit on.

Grants Committee: Responsible for overseeing the Institutional Grants program and the selection of grant recipients (very active in the summer and fall for the call for grants and submission evaluation).

Education Committee: Responsible for SCAA's educational programming including selecting workshop topics (very active early in the summer/fall to set the workshop schedule for the year).

Public Awareness Committee: Responsible for SCAA's outreach activities. (Active throughout the year, primarily working on the Unforgettable book project)

Governance Committee: Responsible for reviewing SCAA's policy and practices. (Active throughout the year evaluating policies and implementing policy monitoring plan)

Diversity Working Group: Responsible for the SCAA's diversity plan, and integrating elements of the plan throughout the organization (Active throughout the year exploring various opportunities)