

**Society of American Archivists  
Council Meeting  
May 11/15, 2025  
Virtual**

**Membership Committee: Committee Member Roster Increase**  
(Prepared by: Jenifer Monger, Lexy deGraffenreid, Heather Perez, and Alison Clemens)

**BACKGROUND**

As the Membership Committee has worked to effectively meet its broad charge, the Committee leadership has determined it would benefit the group and the Society to expand the number of committee members. This expansion would allow the Committee to continue to meet its high-volume program, and project needs and would allow for potential additional focuses, particularly around membership engagement and outreach opportunities, which the committee does not currently have capacity for.

Although it is the opinion of the authors of this agenda item that the Committee could have benefitted from additional members for the past several years, this specific request comes in the context of a request from SAA leadership that the Membership Committee conduct a series of membership surveys. The Committee is interested in this work and would accommodate it through the creation of an Outreach Subcommittee, if its member numbers expand.

**DISCUSSION**

Adding members to the Membership Committee would allow the group to continue to effectively meet its charge and undertake new areas of work aligned with its charge and with needs expressed by SAA leadership. It would also increase the number of SAA leaders in the organization, which provides increased leadership engagement opportunities and an increased number of individuals with a stake in SAA's vitality. There are significant benefits to the addition of new members; there is also an associated implication that Membership Committee leaders will then need to manage a larger number of Committee members. We believe the benefits to adding members outweigh this drawback.

**RECOMMENDATION(S)**

That the SAA Council approve the rewritten SAA Membership Committee charge as included in Appendix I, and specifically that they approve the request to increase the number of Membership Committee members from 6 to 9-10.

**Support Statement:** An increased number of Membership Committee members will allow the Committee to continue to meet its high-volume program, and project needs and

would allow for potential additional focuses, particularly around membership engagement.

**Impact on Strategic Priorities:** Approving this action item would address the following SAA strategic priorities: 2.1, 2.4, 3.4, 4.1, 4.2, 4.3.

**Fiscal Impact:** None.

## **Appendix I: Proposed Revised Charge**

### **Membership Committee**

#### **I. Purpose**

The Membership Committee cooperates with the SAA Executive Director, staff, and the Council to provide advice and counsel on matters of membership recruitment and retention.

#### **II. Committee Selection, Size, and Length of Terms**

The Membership Committee shall be composed of a chair, a vice chair/chair-elect, and nine to ten additional members to serve in staggered three-year terms. The chair of the Diversity Committee serves as an *ex officio* member. Standing subcommittees shall be appointed by the chair as needed and shall be chaired by a committee member.

The committee's composition shall represent as broadly as possible all constituencies within the Society. The committee chair submits recommendations of prospective committee members to SAA's vice president/president-elect for consideration, as well as the name of a third-year committee member to serve as its next vice chair. The vice chair will serve a one-year term, followed by a one-year term as chair.

#### **III. Reporting Procedures**

The Membership Committee chair and vice chair must submit an annual report to the Council by December 31. The committee works closely with the SAA Executive Director and staff throughout the year as needed.

#### **IV. Duties and Responsibilities**

The Membership Committee is responsible for the following:

- **Membership Service.** Identifying the needs of members and recommending the development of services to meet those needs.
- **Increasing Membership.** Recommending means for increasing SAA's membership base, especially among underrepresented groups including, but not limited to, African Americans, Latinos, Native Americans, and Asian/Pacific-Americans.
- **Keeping Membership Informed.** Recommending to the SAA Executive Director, the Council, and other SAA committees and related associations ways in which to make prospective and current members aware of the resources, services, and membership benefits of SAA.
- **Welcoming New Members.** Recommending ways to acknowledge new members and to encourage participation in SAA activities. Conducting welcoming activities via the committee's Key Contact program.
- **Identifying Nonmember Needs and Perceptions.** Gathering information on and analyzing non-members' needs and perceptions of SAA. Recommending ways in which to meet these needs to attract non-members to join SAA.

**V. Meetings**

The Membership Committee meets at least once during the Annual Meeting and at other times, if necessary.

*Approved by the SAA Council: January 1988*

*Revised: June 1992, June 1997, September 2004; December 2009; May 2025.*