

4-1 External Relations and Affinity Groups

Description

SCA may, when needed and as appropriate, develop external relations with allied organizations and appoint representatives to other committees and boards so that the Society may have a voice in projects and activities within the greater archival and historical records community. Examples of such allied organizations and events include: California Historical Records Advisory Board (CHRAB), California Archives Month Management Committee, *Journal of Western Archives*, Society of American Archivists (SAA), and special regional archival meetings such as the Western Round-up.

Affinity Groups may also be formed within SCA to provide members with an opportunity to discuss a common archival collecting focus, format, or function.

When appropriate, SCA may also provide meeting space for allied organizations, other committees and boards, or affinity groups at the Annual General Meeting (AGM) when space is available and when costs are not detrimental to the Society.

2/10 jmw

4-1-1 Affinity Groups

Description

According to the Articles of Incorporation, the purpose of the Society of California Archivists is to “support and sponsor educational programs and other activities to encourage and advocate the identification, collection, preservation, use and appreciation of historic records and manuscripts.” The five objectives listed in the 1997 Bylaws call for SCA to act as a vehicle for dissemination of information about archival collections and issues, provide a forum for discussion, develop and support archival education programs, cooperate with individuals and other organizations on matters of common concern, as well as advocate historical records as listed in the purpose. Affinity Groups formed within SCA help to fulfill the purpose and objectives of the Society.

1. An Affinity Group is defined as a group that forms around a common archival collecting focus (i.e., religious archives) or format (i.e., audiovisual collections), and which exists to provide networking and educational opportunities.
2. Though recognized by SCA as an integral entity which works toward the fulfillment of the Society’s purpose, an Affinity Group is not a committee of SCA. Groups will not have Chairs appointed by the SCA President, nor be included in SCA’s budget.
3. SCA may provide Affinity Groups meeting time and space at the Annual General Meeting. Non-SCA members will not need to register if they attend only the Affinity Group meeting, but will be required to pay appropriate registration fees if they attend any other function other than the Affinity Group meeting (i.e., sessions and workshops).
4. When an Affinity Group is formed, notice should be given to the SCA Board of Directors. The Secretary will list groups by name (and dates when known) in this section.
5. Affinity Groups will be responsible for:
 - a. Their own organization, however formal or informal they choose to be.
 - b. Deciding how to choose their leadership and membership.
 - c. Meetings (other than at the AGM) or activities they may wish to have, deciding their frequency, location, purpose, and content.
 - d. Developing and maintaining group mailing lists and for informing their membership of meetings or activities.
 - e. Conducting all group business, including assessing and handling any fees. Groups must adhere to the stipulations of SCA Articles of Incorporation concerning the 501(c)3 status of a nonprofit public benefit corporation.

4/99 lgr, 3/06 Board

4-1-2 Archives Month

Description

Archives Month is an opportunity for libraries, museums, government archives, historical societies, corporate archives, and related institutions to plan public programs to highlight the importance and value of historic records and archival materials.

In the state of California, Archives Month is typically observed throughout October and is jointly sponsored by a coordinating committee, the California Archives Month Statewide Coordinating Committee (CAMSCC), made up of representatives from the Society of California Archivists (SCA), the California Historical Records Advisory Board (CHRAB), the California State Archives (CSA), and the National Archives and Records Administration – Pacific Region (NARA). The organizations that make up CAMSCC, appoint individuals to serve on the CAMSCC Working Group which is tasked with producing the Archives Month poster.

The President is SCA's representative on CAMSCC while the chair(s) of the Outreach & Publicity Committee are SCA's representative(s) on the CAMSCC Working Group.

4/10 jmw, 3/11 lo

4-1-3 California Historical Records Advisory Board

Description

The California Historical Records Advisory Board (CHRAB) was established in 1976 in response to federal regulations that require each state to have a historical records board in order to participate in the grant funding program of the National Historical Publications and Records Commission (NHPRC). As the central advisory body for historical records in California, CHRAB is authorized to carry out statewide planning and assessment activities, act as a coordinator to facilitate cooperation among historical record-keepers within the state, and serve as a state-level reviewer of NHPRC grant applications.

The CHRAB is composed of a state coordinator, appointed by the Governor, a deputy coordinator, and eleven additional members. Representatives from the California State Library, California Department of Parks and Recreation, Society of California Archivists, California Association of Museums, and California Conference for the Promotion of History serve on the board. In addition, there are members representing universities and colleges, local governments, and the records management community. Three at-large members complete the board. A majority of the members must have demonstrated experience or interest in the collection, administration, and use of historical records.

In partnership with NHPRC, the CHRAB works to serve the needs of California constituencies involved in the management and preservation of historical records. Under federal regulations, the Board has two principal roles:

1. Acts as coordinating body for historical record activities statewide
2. Reviews NHPRC grants from California organizations and makes recommendations to the National Commission.

SCA's Role

The SCA President appoints a representative to serve on CHRAB.

SCA also co-sponsors an award with CHRAB, the Archival Award of Excellence.

4-1-3-1 Archival Award of Excellence

Description

Co-sponsored by the Society of California Archivists and the California Historical Records Advisory Board (CHRAB), the Archival Award of Excellence honors individuals in California who have made an outstanding contribution to the archives profession and accomplished exceptional work in the archives and records management field. These contributions include activities such as contributing innovative or creative ideas to the profession, improving the profession's effectiveness through advocacy or services, or promoting greater public awareness of archives and the archival profession. Nominees must have accomplished the work within the state of California during the five-year period preceding the year in which the award is presented. The Archival Award of Excellence (formerly the Archivist Award of Excellence) was established in 1989 by the California Heritage Preservation Commission, an advisory body to the California State Archives, which identified a need to recognize outstanding work done within the state. The Archival Award of Excellence is presented at the Awards Ceremony at the Annual General Meeting of the Society of California Archivists.

Nomination forms for the award are distributed and received by the California State Archives and reviewed by CHRAB.

SCA's role as a co-sponsor includes the financial commitment to producing the award.

Criteria

Nominees must have worked with materials that are primarily related to California; must have performed work that is clearly identified as archival, record or manuscript related; and must have completed it within the past five years.

4/2010 jmw

4-1-4 Journal of Western Archives

Description

The Society of California Archivists participates in the *Journal of Western Archives* (JWA) by providing start-up money, a representative to the Editorial Board, and the names of potential peer reviewers.

The roles, responsibilities, authorities, and accountabilities of SCA and its representatives to the *Journal* are under development as the *Journal* starts.

Editorial Board Representative

Individual Editorial Board members will be selected or appointed by the governing bodies of participating regional archival associations in the western United States, such as: the Society of Rocky Mountain Archivists, the Conference of Inter-Mountain Archivists, the Northwest Archivists Inc., and the Society of California Archivists. Each representative western regional archival organization will select or appoint at least one Editorial Board member for a renewable term of three years. A member of the Editorial Board will be selected to serve as Managing Editor and another Board member will be selected to act as the Layout Editor/Technology Specialist. Board members will be responsible for: review of assigned articles, submission of those articles to peer reviewers, management of the peer review process (including the selection of peer reviewers), participation in Board meetings, solicitation of content for the journal, and marketing the journal to their association.

SCA's representative to the JWA Editorial Board is an *ex officio* member of the Publications Committee.

Peer Reviewers

The Board shall provide names of potential peer reviewers to the SCA representative to the Editorial Board. The Board should seek to present a balance of publication experience, areas of expertise, and range of types of institution.

Additional Information

Journal of Western Archives Business Plan, Version 2.3, December 2009