

MARAC Chair's Report

Spring 20__ Steering Committee Meeting

Submitted: [date]

Appointments:

- Appointed John Doe to the Membership Development Committee
- Appointed Jane Smith to the Finance Committee
- Appointed Jane Doe to the Education Committee
- Reappointed Henny Penny to the Membership Development Committee
- Reappointed Curious George to serve as Chair of the Membership Development Committee

Upcoming Appointment Issues:

- The Webmaster has requested that he be relieved of his duties. We will need to replace.
- Will need to create a committee to review MemberClicks; would like to do so by winter meeting.

Other Activities:

- Signed deed of gift making the University of Maryland College Park the official repository of the MARAC archives and transferring ownership of the papers to the University of Maryland. MARAC will maintain intellectual property rights for the papers.
- Participated in SAA session in Austin sponsored by the Issues and Advocacy Roundtable where leaders of various archival organizations discussed what they were doing to support archivists who were unemployed or underemployed.
- Responded to requests from Queen Nile to get MARAC members to provide support for a specific advocacy issues.
- Met with committee chair to discuss the charge for (name of committee) committee. The charge will be discussed at the upcoming Steering Committee meeting and if approved will be brought to the membership at the Fall Business meeting and then voted on at the Spring business meeting.

Respectfully submitted,

[name]

MARAC Chair

MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
New York • Pennsylvania • Virginia • West Virginia

Date

Name and Mailing Address of Appointee

Dear XX,

I am writing you this letter to appoint you formally to MARAC's (Name of Committee) Committee for a period of two years. The dates of your tenure will be from X date until XX date. I truly appreciate your willingness to serve on this essential committee.

Sincerely,

[name]

MARAC Chair

MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
New York • Pennsylvania • Virginia • West Virginia

Date

Name and Address

Dear XX,

Thank you for your service as a member/chair of the name of committee.

Add additional information describing the benefits of their work.

I am grateful that you were willing to take time from your busy schedule to work on this important task.

I look forward to working with you in the future.

Best wishes,

[name]

MARAC Chair

MARAC

Mid-Atlantic Regional Archives Conference

STEERING COMMITTEE

[Day and date]

[Location]

AGENDA

I. Call to Order

- A. Approval of Agenda

II. Approval of Last Steering Committee Minutes

III. Officers' Reports

- A. Chair
 - 1. Chair's Report
 - 2. Administrator's Report
- B. Vice Chair, including Meetings Coordinating Committee
- C. Secretary
- D. Treasurer, including Finance Committee
- E. Archivist

IV. Standing Committee New Business and Updates

- A. Custer Award
- B. Development
- C. Distinguished Service Award
- D. Education
- E. Electronic Resources
- F. Finding Aids
- G. Membership Development
- H. National Coalition for History
- I. Nominations and Elections
- J. Outreach
- K. Publications

V. State Caucus New Business and Updates

- A. Delaware
- B. District of Columbia
- C. Maryland
- D. New Jersey
- E. New York

- F. Pennsylvania
- G. Virginia
- H. West Virginia

VI. Old Business (examples)

- A. Update on SAA/Regional collaboration
- B. Finding Aid Awards Committee Bylaws change
- C. Membership survey update
- D. Collaboration with NEA to develop professional journal
- E. MARAC Operations manual update
- F. MARAC merchandising opportunities update

VII. New Business

- A. New MARAC Administrator

VIII. Adjournment

MARAC

Mid-Atlantic Regional Archives Conference

Business Meeting

[Date]

[Location]

AGENDA

- I. Call to Order
- II. Approval of Most Recent Business Meeting Minutes
- III. Chair's Report
- IV. Vice Chair's Report
- V. Treasurer's Report
- VI. Awards Announcements & Presentations
 - A. Finding Aid Awards (in Spring)
Custer and Finch Awards (in Fall)
 - B. Distinguished Service Award (Spring only)
 - C. Service Awards
 - D. Scholarships
- VII. Nominations & Elections Committee Report (Spring only)
- VIII. Old Business
- IX. New Business
- X. Invitation to the next conference
- IX. Announcements & Adjournment