

Time of meeting: 8 pm EST

1. MSA Submission to the Board of Directors of a Draft Position Description of the USMS Historian/Archivist.

1. As this was the first committee meeting of the year, there were no prior minutes to approve.
2. The direction given to this Committee by the USMS Executive Committee, with the approval of the entire USMS Board of Directors is in two parts. The primary objective of this year's Committee work is to draft a position description for a USMS Historian/Archivist. Per a recommendation by a Board Task Force last year, dissolution (sunsetting) of the USMS History and Archives Committee in favor of a dedicated individual position is desired. (Note—A legislative proposal to dissolve the History and Archive Committee for this purpose has been submitted to the Legislation Committee to be brought before the House of Delegates at the Annual Meeting.) The individual filling this position is envisioned to be a volunteer appointed by the President of USMS and answering to that office or its designee. Subsequent to submitting a draft position description to the Board of Directors for review and approval, a list of suggested nominees is also sought.
3. An initial draft document was presented to the Committee members prior to the meeting, and a review of the document and suggested amendments ensued.
 1. Ahren asked if the position opening would be distributed outside of USMS, in addition to the normal USMS-internal distribution. At this time, it is envisioned that the position would be occupied by a volunteer from within USMS membership, as the position is essentially that of "Chief Storyteller" for the history of USMS.

2. Chris Colburn envisions the position description, including duties and expectations, would be documented in the USMS Guide to Operations.
3. The position description document title and job description in the Overview were amended to be clearer and more illustrative of the position.
4. There was some expansion and clarification of the responsibilities described in the Responsibilities section.
5. Ahren noted that the qualifications and desired volunteer characteristics described in the Qualifications section aligned closely with those qualities associated with Library Science. The wording in this section was amended to reflect this.
6. The draft included a Benefits of the Position section, and this met with general approval from the Committee members.
7. There were several questions and comments associated with the selection process:
 1. What are the specifics of the nomination and selection process for filling the position?
 2. While the initial position is envisioned to be filled by Presidential appointment, what process will be used for subsequent nominations and selections of the Historian/Archivists?
 3. How are nominees solicited and vetted for selection to the position?
 4. Does the position come with a term limit?
 5. What is the level of time commitment associated with the position?

At this point, it was determined that the draft document with the noted amendments had reached the point where it was appropriate for submission to the Board of Directors for their review. The motion was made to do so, with a second. There was no subsequent discussion, and the motion was approved unanimously.

8. The next objective is for the Committee members to think of potential candidates for the position of USMS Historian/Archivist. Given the small size of this Committee, it is felt that this can be accomplished via email/text and phone discussions. Although not planned, another meeting can be called prior to the August 4 Committee meeting (associated with the USMS Annual Meeting) if deemed appropriate.

The meeting was adjourned at 8:58 pm EST.