



NORTHWEST ARCHIVISTS INTEREST GROUP GUIDELINES

Updated 17 May 2013

- I. MEMBERSHIP
 - A. The interest group must consist of at least five Northwest Archivists members in good standing.
 - B. Membership and participation in group activities/discussions/events is not limited exclusively to Northwest Archivists members.

- II. MEETINGS
 - A. Meeting attendance shall not limited exclusively to Northwest Archivists members
 - B. Any non-Northwest Archivists members attending an interest group meeting at a Northwest Archivists annual meeting must pay the non-member registration cost for conference attendance.

- III. REPORTING
 - A. A yearly written report shall be submitted to the president before the public board meeting at Northwest Archivists annual meeting.
 - B. Meeting minutes shall be taken by a designated interest group member, finalized, and submitted to the Northwest Archivists secretary for their publication on Northwest Archivists' public website or *Easy Access*.

- IV. GOVERNANCE
 - A. The convener of an interest group (i.e. chair, facilitator, etc.) shall be a Northwest Archivists member in good standing.
 - B. Only Northwest Archivists in good standing shall be eligible to vote for interest group positions.
 - C. A list of interest group members (both Northwest Archivists members and non-members) must be submitted each year to the Northwest Archivists secretary.

V. GENERAL GOALS AND ACTIVITIES

Goals and activities include but are not limited to:

- A. Serve the membership and goals of Northwest Archivists at large
- B. Facilitate communication between members of interest group
- C. Provide a physical or virtual space for open dialog
- D. Solicit, encourage, endorse annual meeting session proposals
- E. Encourage and create content for *Easy Access*
- F. Open a dialog with external organizations or individuals (where appropriate)

VI. AVAILABLE RESOURCES (upon request)

- A. Northwest Archivists membership information (only name, institution, and email address)
- B. Physical space at annual meeting in the form of a meeting room, dedicated session, or another arrangement (must be pre-arranged with program committee).
- C. Website (separate page, blog space, discussion forum, etc.)
- D. Budget: The Board will review all financial requests up to \$200 and fund them as appropriate.
- E. Use of Northwest Archivists' communication tools (including but not limited to Facebook, Flickr, all member email lists, and state email lists) as appropriate.
- F. Approval is required for any non-Northwest Archivists communication tools or social media applications
- G. Your interest group will be listed as a check box on the form for new members. You can request a list of interested members from the membership coordinator.

VII. DISSOLUTION

- A. An interest group shall be dissolved if it ceases to meet the membership requirements (See Section I.A.).
- B. An interest group shall be dissolved if the Northwest Archivists officially dissolves.