



POLICIES AND PROCEDURES MANUAL

A How-to Guide to the Association's Business

Document History

Date Change

2005 Approved

2013-11-07 Amended and updated Section 6: Awards and Scholarships and reformatted the whole document.

2014-05-12 Added NWA Event Code of Conduct to Appendices

2014-06-02 Updated Sections 1-3 (Annual Meeting). Updated the amended By-Laws in Appendix A. Added 10.0 Interest Group procedures.

2017-09-13 Revised text, updated 1.0

2018-06-27 Updated Treasurer duties

2018-10-29 Updated Appendix C, D. Added Section 5.4 Membership Renewal Policy

2019-03-01 Added Updated and Revised Bylaws,

2020-11-30 Removed the copy of the Bylaws contained within this document, removed language about Easy Access and replaced it with Blog practices, updated voting to reflect electronic practices, added Land Acknowledgement practice, arranged sections to reflect organizational structure; updated duties of representatives, noted where practices conflict with the current By-laws, removed irrelevant appendices.

2023-04 Section 2: Association Governance, updated and expanded section 2.2, updated sections 2.3 - 2.6, added section 2.8; Section 3: Annual Meeting, updated sections 3.2-3.3, added section 3.4; Section 4 Awards and Scholarships, updated section 4.3, added sections 4.5-4.8; 6.0 Distribution of Northwest Archivists, Inc. Emailing List updated; Appendix G updated

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1.0 Northwest Archivists, Inc. Code of Conduct (Adopted 12 May 2014)

Part of the mission of Northwest Archivists, Inc. (NWA) is to hold events (trainings, workshops, activities, meetups, social events, conferences, and meetings) for its members throughout the year. These friendly and welcoming event spaces are intended to promote the free spread of ideas, facilitate professional networking, foster open dialog, and encourage continuing education in our region.

NWA is dedicated to continuing its long tradition of providing a safe, harassment-free event and meeting experience for everyone. Therefore, we do not tolerate harassment of/by event participants in any form. Harassment includes

- unwanted sexual attention
- stalking (physical or virtual)
- unsolicited physical contact
- deliberate intimidation
- harassing recording or photographing
- continued disruption of participants (verbally or physically)
- offensive comments, jokes, put-downs, insults, slurs, epithets and ridicule based on race, religion, language, sexual orientation, gender identity, gender expression, ethnicity, disability, physical appearance, body size, or other group status.

All participants are expected to observe these rules and behaviors in all event venues and spaces (physical or virtual) and NWA sponsored social events (including tours, receptions, and any other conference spaces). Participants include: attendees, speakers, exhibitors, sponsors, vendors, venue support staff, guests, and volunteers. Event participants violating these rules may be asked to stop, given a warning, or even expelled from the event at the discretion of the organizers.

Northwest Archivists, Inc. values your membership and the safety of all participants at our events. We take all reports of harassment seriously.

If you are being harassed, notice someone being harassed, or have other concerns, please report it to the event organizers immediately. During the annual meeting, the registration desk will be your point of contact. Only the President, the Local Arrangements Committee Chair, and the Program Committee Chair have the authority to respond to situations at the annual meeting. The President or specific event organizer(s) have the authority to respond to situations in other NWA events (physical and virtual).

Emergency contact information for the annual meeting (regarding venue security, local law enforcement, and pertinent hot-lines) can be found onsite at the registration desk. For virtual events, please contact the current President, the Chair of the Professional Development and Education Committee, or specific organizer(s) of the event.

Please note that NWA events might at times deal with sensitive content as well as subject matter that could be perceived as sexual or graphic in nature. This Code of Conduct does not cover exposure to 46 relevant event material unless these materials are being used in an inappropriate and abusive manner towards participants (i.e. visual assault). If you have any questions about the relevance of your

conference or event material, please don't hesitate to contact the President, the Chair of the Program Committee, or the organizer(s) of the event.

Thank you for helping to make NWA events safe, friendly, and welcoming.

This policy is not a response to a particular past incident or reported occurrence. It is modeled on American Library Association's Statement of Appropriate Conduct at ALA Conferences, US OpenGLAM Launch/Friendly space policy, and the example policy of the Geek Feminism Wiki, created by the Ada Initiative and other volunteers.

2.0 Association Governance

2.1 Membership Dues and Renewals Policy

The NWA By-Laws vests certain powers in the general membership including decisions regarding dues, election of officers, and amendments to the NWA By-Laws. Different voting requirements are established for each decision process. To become a member, any person interested in the preservation and use of archival materials may apply for membership and pay the necessary dues.

An automatic renewal reminder is sent to each active member 21 days before the renewal date, 7 days before the renewal date, and on renewal date (July 1). A grace period email reminder is sent on July 14th. If not renewed within 60 days, the member's status is changed to lapsed; an email is sent to inform them of that.

Lapsed Members:

1. Do not receive automatic renewal notices
2. Do not appear in member directories
3. May not view member-only pages, add comments to blogs posts, or reply to forum topics
4. May restore their membership by paying the renewal fee

2.2 Board Members' Roles and Responsibilities, Transition to a New Board, and Board Decision Making and Documentation

Board Members' Roles and Responsibilities

President

- This is a one year term; the Vice-President/President-Elect becomes the President
- Executive supervision over NWA as delineated by corporation NWA By-Laws
- Chair of Executive Board
- Presides at all Executive Board and general meetings
- Reports annually to the membership
- Appoints committee chairs (except for the Nominating Committee and Distinguished Service Committee), and special task force chairs
- Convenes at least two to four Executive Board meetings per year, including one at the annual meeting; meetings may be conducted by conference call

- Maintains necessary contact with all permanent and ad hoc committee chairs to ensure that all projects are proceeding appropriately
- Communicates with memberships through email and/or Blog posts
- Assigns liaisons to local, regional, and national organizations as appropriate
- Sets priorities and projects of the organization, in consultation with the Executive Board and in response to membership.
- As soon as the annual meeting conference Chairs are appointed, the President meets with the Chairs of the Program and Local Arrangement Committees, as well as the NACR Representative to the Board, to charge them with the conference planning
- At the annual meeting, includes recognition of the years' awardees and retirees, as is applicable (see Section 4 Awards and Scholarships)

Vice-President/President-Elect

- This is a one year term, elected each year, with a 3-year commitment (Vice-President, President, and Past-President)
- Serves as President in the absence, incapacity, or resignation of the President
- Member of Executive Board
- Assists the President in any manner required
- Chairs Distinguished Service Committee (see Section 4.4 Distinguished Service Award)
- Becomes familiar with projects and priorities of organization
- Chairs the site selection committee for the conference to be held during the following year (see Section 3.1 Site Selection Committee)

Secretary

- This is a two year term, elected on alternating years of the Treasurer position
- Works with the President to schedule Board Meetings for the year
- Generates calendar meeting invites for Executive Board and General Board meetings
- Records minutes of Board and general membership meetings
- Post-Board approval, uploads the Board meeting minutes as PDFs to the NWA website
- Files the necessary paperwork with the IRS in June and with the State of Idaho in September

Treasurer

- This is a two year term, elected on alternating years of the Secretary position
- Maintains the financial books of the organization
- Pays all bills
- Prepares and presents an annual financial report to the membership during the annual meeting
- Prepares annual financial report for the calendar year (January 1 – December 31)
- Submits financial statements quarterly to the Vice-President / President-Elect for review
- Prepares periodic financial reports for the Executive Board
- Sends an annual report to the NACR after the annual conference once the NACR fundraising numbers are finalized

Membership Coordinator

- The President appoints the Membership Coordinator (By Laws Article III, Section 5)

- Maintains a database of membership with accurate and complete contact information
- Works with the Treasurer to enroll those who receive membership as a benefit of scholarships and awards
- Responds to member and potential member inquiries regarding membership requirements and standing

Past-President

- This is a one year term; the President becomes the Past-President
- Serves as a member of the Board and Executive Board
- Serves as the chair of the Nominating / Elections Committee (see Sections 2.3 and 2.4 and 2.5)
- Provides institutional knowledge as needed

Native American Collections Roundtable (NACR) Representative to the Board

- This is a two year term; NACR elections for the coordinator position are held in odd years by the NACR membership
- Serves as a member of the Board and Executive Board
- Participates in the meeting, organized by the President, to charge the Chairs of the Program and Local Arrangement Committees with conference planning

Social Media Coordinator / Webmaster and Blog Editor

- Attend Board meetings on a quarterly basis, unless otherwise requested by the Board (see Section 2.8 Communications for more information about these positions)

State Representative Roles and Responsibilities

The role of the Northwest Archivists director (state representative) as defined by Article 3, Section 8 is to "serve as liaison with national, state, and regional institutions and organizations as assigned by the President, and shall undertake special projects as determined by the Executive Board."

A state representative's primary duty is to act as a liaison to their state's NWA members. This duty encompasses many facets, some of which may change over time, as membership needs change. At this time, the following areas are identified as liaison responsibilities.

1. Membership

- Act as key contact for the respective state
- Identify potential members
- Welcome new members
- Identify retiring members
- Solicit feedback from non-renewing members
- First contact for membership issues

2. Solicit stories for the Blog, particularly State repository news.

3. Annual Meeting

- Conduct roundtable meetings with members attending conferences in order to facilitate camaraderie among institutions, discuss issues of interest to the state and to elicit ideas for NWA priorities.
- Meet with state representatives to decide on specific projects for the year that would be facilitated by the representatives.

4. Education

- Collaborate with other state representatives on issues pertaining to professional educational opportunities for the membership.

5. Report to NWA committees as necessary to fulfill representative responsibilities.

Mid-Term Resignation of an Elected Position

Per Article III Section 11 of the By-Laws, "If a vacancy should occur in any of the offices except President, the office shall be filled by a majority vote of the Executive Board. The person so designated shall hold the position for the unexpired term."

Transition to a New Board

Soon after (within 1-2 months) of the announcement of the election results at the annual meeting, there will need to be a transition to the new Board.

The (New) Past-President and (New) President should set up a 1-1 meeting to review this list and assign additional tasks as needed.

(New) Past-President To Dos

- In consultation with the (new) President, set up a joint meeting including the previous board members and newly elected board members
- Ensure all the previous year's board meeting minutes are publicly available on the website
- Post the annual meeting report to the website
- Connect with the Treasurer to ensure all conference related payments are finalized
- Connect with current committee members and Membership Coordinator to ask if they will continue in their roles for another year; inform the (new) President of the responses
- Once the (new) President has created a new google drive, transfer the previous years' content into the new drive
- As is helpful to the (new) President, show the behind the scenes of the Wild Apricot admin view, especially how to update website pages and how to send email messages to the membership
- (optional) Send a farewell email to the membership

(New) President To Dos

- Update permissions (add and remove board and committee members as needed) in Wild Apricot
- Update the website with the new board members' contact information
- Create a new google drive to transfer the previous years' content; create it as "open" with no login required

- As is needed, meet with the (new) Past-President to learn the behind the scenes of the Wild Apricot admin view, especially how to update website pages and how to send email messages to the membership
- As is needed, make the call to the membership for volunteers for committee members for the next year
- Meet 1-1 with the Treasurer to discuss the NWA finances in details; if in a year with a newly elected Treasurer, meet with both the previous and newly elected Treasurer
- After the joint meeting, work with the Secretary to gather information from the new Board to find monthly meeting times for the Board and the Executive Board
- Send an introductory email to the membership

(New) Treasurer To Dos

- When possible, meet with past Treasurer at the annual meeting to begin the transfer of bank accounts into their name
- If the annual meeting is being held remotely that year, NWA shall cover the travel costs to help facilitate this process

Full Board To Dos

- As part of the joint meeting of the previous and new Board, newly elected members should connect with their previous years' counterparts to set up a 1-1 discuss the ins and outs of their position
- As part of the first meeting with the new Board, the (new) President, with assistance from the (new) Past-President, should show the behind the scenes of the Wild Apricot admin view, especially how to update website pages and how to send email messages to the membership
- All newly elected board members should review the previous years meeting notes and read the Policies and Procedures Manual in its entirety

Board Decision Making and Documentation

Definitions

- Proposal: Written proposal from a member, Board member, or interest group requesting action from the NWA Board.
- Voting Member (Board): The following positions are eligible to vote and thus eligible to Motion or Second:
 - President
 - Vice-President / President Elect
 - Past President
 - Treasurer
 - Secretary
 - State Reps
 - NACR Rep
- Motion: A statement from a voting member indicating a desire to move the discussion to a vote.

- Second: A statement from a voting member after a Motion has been stated. A Second moves the Motion into a Roll Call Vote.

Requirements

- All items to be voted on must be in writing.
- The proposal should be clear and as concise as possible.
- If the Proposal alters or changes any aspect of the Procedures Manual, it must indicate where and how this change is applied.

Considerations

- Budget: if the Proposal includes regular cash outlays from the treasury, has the Treasurer been consulted and do they approve? If the Treasurer objects to a Proposal that typically indicates it would be a poor decision for NWA from a budgetary standpoint.
- Duties/roles: Does the Proposal change someone's duties or role and are they the ones proposing this change? As a voluntary organization, giving extra duties to individuals without their consent is poor practice and should be avoided.
- Values: Does the Proposal clearly support the goals of the membership of NWA? Not just the goals of "a" member, but the general goals of the organization at large?
- Capacity: Does the Proposal load new duties on to future Boards? This is our organization and its continued functioning relies on voluntary support. To ensure that the barrier for service is as low as possible, we must consider the impact of our decisions on future Boards. Will the added duties prevent some professional archivists from trying to serve at the Board level? Are we creating a commitment level that is unsustainable and is prone to burnout?

NWA Executive Board Voting Guide – Conference Call

1. Is the proposal to vote on written and distributed?
 - a. Yes, proceed to Step 2
 - b. No, write proposal and distribute
2. Discuss Proposal during NWA Board Meeting conference call. Once discussion is exhausted voting members have the following options:
 - a. Motion to Approve the Proposal
 - b. Motion to Decline the Proposal
 - c. Motion to Table the Proposal
 - d. Motion to send Proposal back for edits/changes
3. Once a Proposal has had a Motion, voting members have the following options:
 - a. Second the proposal, go to Step 4
 - b. Nothing, Proposal stays in limbo with no action.
4. Secretary calls the Vote and completes by Roll Call, which includes:
 - a. Voting Member Name and Vote (Yes, No, Abstain)
 - i. If the Proposal is Approved, go to Step 5
 - ii. If the Proposal is Declined, go to Step 6
 - iii. If the Proposal is Tabled, go to Step 7

- iv. If the Proposal is Sent Back for Edits/Changes, go to Step 8
5. The Secretary records the Vote and the By-Laws/Procedures Manual group is directed to update any relevant NWA literature, the Webmaster is directed to update any relevant website information.
6. If the vote has budgetary implications, the Treasurer documents the financial implications as part of their budget documentation.
7. The Secretary records the Vote and notifies the Proposer of the decision.
8. The Proposal is added to the next Agenda or if necessary, taken to an online/Email Vote.
9. The Proposer is directed to make the changes requested by the Board and a new vote is scheduled.
10. The Board moves on to the next Agenda Item.

NWA Board Voting Guide – Online or Email Voting

The process and requirements are the same as the above guide with the following time-based requirements:

1. The President will indicate that a Proposal has been accepted to vote on between conference call meetings and will send that Proposal, in writing, to the voting members of the Board.
2. The Board has 10 days from the date the email was sent out to read and discuss the Proposal. At the conclusion of the 10-day period, edits to the Proposal will be closed and the following will happen:
 - a. Any Motions will be recorded
 - i. A Motion needs a Second to proceed, and stops discussion of the Proposal
 - b. Any Seconds accepted
 - i. A Second moves the Board to a Vote
 - c. The Roll Call vote will be recorded – Board members are asked to email their vote to the Secretary. All Board members will be considered available for the vote unless they indicate that they will be unavailable for the period during which the proposal review and subsequent vote will happen.
 - d. The Vote remains open for 5 days
3. At the conclusion of the 5-day voting period, the Secretary will announce the results.

Section 2.2 updated as well as expanded and approved 2023-04

2.3 Electing Officers and Board Members

Policy

The election of the Executive Board is governed by Article IV, Section 4 of the NWA By-Laws.

Procedures

1. Officers and State Representatives constituting the Executive Board are elected by electronic vote. Survey Monkey or Qualtrics is currently used for elections.
2. A simple majority from the ballots returned is required to elect officers and directors.
3. The Chair of the Nominating Committee ensures that the ballot is mailed to active members of the general membership at least 30 days prior to the Annual Meeting.
4. All ballots will be mailed to the chair of the Nominating Committee.
5. The chair and the Committee (as needed) will count the ballots. The ballots may not be counted by an individual running for a NWA office.
6. The Nominating Committee Chair will announce the results of the election to the Executive Board and the winners prior to the annual meeting.
7. The Nominating Committee Chair or the President will announce the results of the election to the general membership at the annual business meeting.

Section 2.3 updated and approved 2023-04

2.4 Nomination of Executive Board

Policy

Article IV, Section 4 of the NWA By-Laws establishes the structure and role of the Nominating Committee. The Committee selects a slate of candidates for the annual election and presents the election ballot to the membership.

Committee Membership

1. The immediate past president of NWA serves as the Chair of the Nominating Committee.
2. The Chair appoints two NWA members to serve on the Committee provided they are from different states and that neither is from the same state as the Chair. Committee members should represent some reasonable diversity in type of repository.

Guidelines for Selecting Candidates

1. The Nominating Committee is responsible for finding candidates for the following offices:
 - a. Vice-President/President-Elect;
 - b. Secretary;
 - c. Treasurer; and
 - d. State Representatives, one each from the five states.
2. Candidates must be NWA members in good standing. Candidates may not be current Nominating Committee members.
3. Candidates for Vice-President/President-Elect should be members who have served in leadership positions within NWA or some other archival association and have familiarity with the history and issues before NWA.
4. Candidates for Vice-President/President-Elect should have the institutional support and capability to initiate conference calls to conduct mid-year board meetings.

Procedures

1. Committee

- a. As the Chair of the Nominating Committee, in the calendar year prior to the election, the Past-President will solicit at least 2 committee members based on the committee membership criteria.

2. Candidates

- a. The Committee will solicit nominations from the general membership by distributing a call for nominations in the fall and/or winter.
- b. Individual members may nominate themselves; the Committee will also develop its own list of candidates, if necessary.
- c. Candidates should prepare a:
 - Brief Resume (for the committee, not for the public)
 - Candidate Statement (for the public)
 - Diversity Statement (for the public)
 - The Diversity Statement for NWA Positions was approved by the Board in January 2022, and the explanation was posted on the [NWA webpage linking to the By-Laws and other member documents](#)
- d. The Committee members will select a slate of candidates that will include at least one candidate for each position up for election in the given year. The slate will be prepared by March 1 of each year.
- e. The Committee will update the candidate information webpage announcing the candidates and their statements
 - After the election is completed, the webpage should be marked as private but retained (and only viewable to website admins) so it can be repurposed for the next year's election.

3. Ballots

- a. As needed, the Committee will contact the Membership Coordinator to obtain the list of members in good standing.
- b. The Committee will prepare and e-mail an electronic ballot (if possible, Qualtrics is recommended) with a link to the webpage with the candidate statements.
- c. All current NWA members in good standing will be emailed the ballots no later than April 1 of each year. The voting time period should be at least 30 days, with enough additional time to count the ballots and contact the nominees. With the practice of announcing the election results at the annual meeting, the Committee may adjust the timeline accordingly.
- d. The Ballots should be designed so that members in each state vote only for their own state representative.
- e. Ballots will be counted by the Committee chair at the conclusion of the voting period. Ballots may not be counted by an individual running for NWA office.
- f. Ballots shall be retained until after the Annual Meeting, at which time they can be discarded.

4. Election results

- a. The Committee Chair will contact all nominees with the news of the results and will ask the election winners to officially accept their elected role.

- b. The Committee Chair will share the election results with the NWA President and Executive Board prior to any general announcements.
- c. The results will be announced at the Annual Meeting, an email to the membership, and Blog post.

Section 2.4 updated and approved 2023-04

2.5 Voting Procedures

The current voting mechanism is Qualtrics or Survey Monkey.

Section 2.5 updated and approved 2023-04

2.6 Changing Membership Dues Policy and Procedures

Article I, Section 3 of the NWA By-Laws stipulates that changes in dues are voted on remotely through email or electronic survey (online ballot).

Procedures

1. The Executive Board may recommend changes in the dues structure.
2. Recommendations regarding dues must be submitted to the general membership at least 30 days prior to the election.
3. Changes in dues are voted on remotely.
 - a. Article 1 Section 3 of the ByLaws states: "Annual dues shall be voted on remotely through email, electronic survey, or paper ballot. An affirmative vote of two-thirds of total respondents to a remote balloting will constitute passage, provided a quorum of the total membership is achieved"

Section 2.6 updated and approved 2023-04

2.7 NWA By-Laws Changes

Policy

Amendments to the [NWA By-Laws](#) are governed by Article VI of the NWA By-Laws.

Procedures

1. Any member may propose changes to the NWA By-Laws 30 days prior to a vote being taken..
2. Any member may propose a change to the NWA By-LawsProposals must be filed with the Secretary/Treasurer at least 30 days prior to the election.
3. Respondents will have 30 days to vote on proposed amendments. The Secretary/Treasurer will notify the general membership of the proposed amendment at least 30 days prior to the election.annual meeting.
4. Amendments are voted on remotely through email, electronic survey (online ballot), or paper ballot.

2.8 Communications

Roles involved in NWA communication activities collect and write articles for inclusion on the blog, maintain the NWA website and social media accounts, and support projects promoting archives and archival programs.

Unless otherwise noted, these are volunteer positions with 1-year terms that can be renewed annually.

- Social Media Coordinator / Webmaster
 - Attend Board meetings on a quarterly basis, unless otherwise requested by the Board
 - Maintain the NWA social media accounts login credentials
 - Add/remove appropriate additional admins to NWA social media accounts (at least all the members of the Executive Board who have social media accounts as well as the Blog Editor should be account administrators)
 - Add/remove appropriate additional admins to the NWA Wild Apricot website
 - Post job advertisements to the NWA “Jobs in the Northwest” page of the website and via social media accounts (see Section 5.1 Policy Regarding Job Postings)
 - Update and edit the website as is requested by members of the Board, Committee members, or if relevant, upon NWA member request
 - Post relevant information, articles, projects, etc. to promote and feature archives and archivists in the Pacific Northwest; post non-PNW content as is appropriate
 - Upon the completion of the position appointment, meet with the new Social Media Coordinator / Webmaster to ensure the transition of any unfinished work and documentation
- Blog Editor
 - Attend board meetings on a quarterly basis, unless otherwise requested by the Board
 - Manage the NWA Blog through the solicitation and creation of blog posts by NWA community members regarding, but not limited to, projects, activities, scholarship awardees, and individuals (i.e. “spotlight” or “meet your board members” posts) with a goal of posting at least once a month
 - Communicate with the Social Media Coordinator / Webmaster as is relevant to further promote the blog via social media or the website
 - Upon the completion of the position appointment, meet with the new Blog Editor to ensure the transition of any unfinished work and documentation
- *Journal of Western Archives (JWA)* Representative
 - Provide information about the *JWA* upon request from the board
 - Serve as a liaison between the *JWA* leadership and the NWA Board
 - Provide sponsorship renewal information on a yearly basis for the Board to vote on sponsorship renewal
- NWA Representative to the Society of American Archivists [Regional Archival Associations Consortium \(RAAC\)](#)
 - This is a two-year position

- For more information about the group and position duties, see the [Regional Archival Associations Consortium \(RAAC\)](#) website
- The NWA President calls for a volunteer as needed
 - As per RAAC guidelines, regional organizations select their representatives in whatever manner they choose; however, RAAC has [Recommendations for Choosing & Expectations of RAAC Representatives](#)
- This position requires SAA membership; NWA does not cover the costs of membership

Section 2.8 added and approved 2023-04

3.0 Annual Meeting

Northwest Archivists holds an annual meeting in the spring which includes workshops, general educational sessions, special presentations, tours, and the business meeting.

3.1 Site Selection Committee

Advanced planning is required in order to form a Local Arrangements Committee for the site and provide that group enough time to secure the best options for conference and housing facilities. The Site Selection Committee provides the Executive Board with annual meeting site suggestions.

The Chair of the Site Selection Committee is appointed by the President of NWA, and is typically the Vice-President/President-Elect. The chair appoints the other members with representation from at least two states other than the home state of the Chair.

Guidelines

1. Northwest Archivists, Inc. holds an annual meeting that occurs in the spring, generally in late April or early May.
2. An attempt is made to circulate the meeting between the states of Oregon, Washington, Idaho and Montana. Alaska is not usually monetarily nor logistically feasible for the membership.
3. An attempt is also made to balance the meetings between the east and west side of the Cascade Mountains.
4. The Site Selection Committee proposes meeting sites but the NWA Executive Board is responsible for final selection. Either group may solicit advice from the full membership.
5. Prospective locations should meet the following criteria:
 - a. A large enough local membership representation to form an effective local arrangements committee;
 - b. Convention facilities large enough to host the meeting;
 - c. Transportation facilities that allow the membership to travel to the site without undue time and/or financial burden;
 - d. Adequate local tourist and/or historical/cultural attractions; and
 - e. The likelihood of weather during the meeting that will accommodate travel and general enjoyment of the selected site.

Selection Timing

1. The Site Selection Committee will make site recommendations at least 18 months in advance of the meeting.
2. The Executive Board will make its final decision as soon as possible after receiving Committee recommendations.
3. The Executive Board decision may be made via email vote, telephone conference call, or vote at the annual Executive Board meeting.
4. The President of NWA will immediately appoint a Local Arrangements Chair.
5. If site recommendations are made two years in advance of the Annual Meeting, the Board can decide to put selection to a vote of the membership at the annual meeting.

Joint Annual Meetings

1. The Site Selection Committee may suggest and explore joint meetings with other archives or history associations.
2. The Executive Board may direct the Chair of the Site Selection Committee or another appropriate NWA member to discuss joint meetings with other associations.
3. Site selection for joint meetings will be determined through discussions with representatives of the other associations.
4. Final decisions about joint meetings will be made by the Executive Board.
5. The division of responsibilities and costs for joint meetings should be determined as early in the planning process as possible.
6. Since 2005 Northwest Archivists has participated in the Western Archives Meeting (formerly Western Regional Round-Up).

3.2 Local Arrangements Committee

The physical arrangements, tours, and certain administrative and programming aspects for the meeting are the responsibility of a Local Arrangements Committee (LAC), in cooperation with the Program Committee and in consultation with the Executive Board.

Committee Membership, Responsibilities, and Procedures

1. The LAC plans, organizes, and is responsible for the physical arrangements of the annual meeting, such as, the conference hotel, special meals, certain speakers and/or entertainment, tours, and other aspects of the onsite administration of the meeting.
2. The NWA President appoints the LAC chair as soon as the annual meeting site is determined. The Chair should be a member who lives and works in the city where the meeting will be held.
3. The Chair appoints as many members to the LAC as they deem necessary to adequately undertake all of the duties required.
4. LAC composition should consist of NWA members who also live in or near the conference site. The LAC Chair may also select non-member allied professionals to serve on the Committee. The Native American Collections Roundtable (NACR) Coordinator appoints a member of the NACR to join the LAC.

5. It is recommended that the Chair coordinates with committee members on scheduling two or three meetings to discuss and assign duties related to the annual conference. These meetings can be conducted in person, by phone, online, or via email. The meetings should determine tasks to be completed, a schedule for completion, and the delegation of responsibilities among the Committee members.
6. The Chair serves as the liaison to the Program Committee.
7. The Chair coordinates with the Executive Board regarding any unusual expenditures related directly to LAC responsibilities.

Hotel or Conference Site Selection

Conference hotel selection should be the first job undertaken by the LAC because in many locations, room blocks for meetings are booked up to two years in advance.

1. Research and negotiate possible conference hotels before settling on a finalist.
2. Consult with the previous LAC chair, president, or treasurer for advice and cost comparisons, and for the number of rooms to reserve for each night.
3. LAC chair should be prepared to provide the hotel with attendance and room figures from the previous two annual meetings.
4. The selection process will vary depending on the town size and conference facilities in the area.
5. Factors to consider when considering a conference hotel include:
 - a. hotel room rates,
 - b. room conditions,
 - c. accessible accommodations,
 - d. meeting room sizes,
 - e. existence of large rooms for plenary sessions, the annual business meeting, etc.
 - f. audio-visual and Internet capacity,
 - g. vendor exhibit space,
 - h. onsite restaurant,
 - i. quality and price of hotel food,
 - j. proximity to restaurant services and off-site events,
 - k. security and emergency planning,
 - l. hotel parking.
6. Pricing negotiations should consider:
 - a. reduced or free usage of meeting rooms based on the number of room nights sold,
 - b. meal costs for any hotel catered events, and
 - c. audio/visual equipment costs.
7. LAC chair recommends a conference hotel selection to the Executive Board which has final approval.
8. LAC negotiates final details of all meeting related contracts. All contracts require the dual signatures of the LAC and the President.
9. LAC monitors all contract deadlines.

Reception and Meals

1. Research, visit, and negotiate possible reception facilities.
2. Reception site issues to consider include:
 - a. rental cost,
 - b. policies on usage including food and alcohol,
 - c. catering,
 - d. liquor license and cash bar issues,
 - e. transportation from hotel to site, if needed,
 - f. set up and clean-up responsibilities, and
 - g. possible programming, such as a tour of the facility, music, or other entertainment.
3. Research, visit, and negotiate possible banquet facilities including conference hotel and area restaurants.
4. Banquet issues to consider include:
 - a. cost,
 - b. menu, including special meal choices,
 - c. transportation from hotel to site, if needed, and
 - d. entertainment or other programming.
5. LAC negotiates final details of all meeting related contracts. All contracts require the signatures of both the LAC and the President.
6. Research and negotiate other meals and food events such as continental breakfast, luncheon, and beverages/snacks at the various breaks.
 - a. NWA traditionally has provided a continental breakfast for the business meeting which is included in the registration cost.
 - b. NWA generally has provided a luncheon program at an additional cost. The LAC should coordinate with the Program Committee to find an appropriate luncheon speaker.
 - c. Morning and afternoon breaks between sessions generally include complimentary coffee, tea, juice, soft drinks, and snacks or fruit. (LAC seeks sponsors for these).
 - d. If sessions are held at a site without a restaurant, coffee and tea should be made available during Friday morning registration.

Sponsors

1. LAC should investigate the possibility of finding sponsors to help defray the costs associated with various elements of the meeting.
2. Letters should be sent to potential sponsors inviting them to participate in hosting the meeting. The same solicitation package can be used for contact with potential sponsors and vendors.
3. Meeting events that traditionally have received some sponsorship include the Thursday night reception, one or more breaks between sessions, and banquet or reception entertainment.
4. Sponsors may give direct cash payments for an event, purchase ads in the final program, or provide in-kind services.
 - a. Seattle Area Archivists has in recent years sponsored a break.
 - b. In-kind sponsorship should also be explored.
 - c. Entertainers have agreed to perform free of charge or at a reduced fee.

5. Explore whether a local institution has the ability to offer equipment or other resources for conference activities such as audio/visual equipment, transportation, gifts.
6. The LAC chair should ensure that the names of vendors and sponsors are included in the published conference program.

Local Amenities and Attractions

1. Establish contact with the local chamber of commerce or visitor association to provide conference planning assistance and registration packet information.

Tours

1. Research and negotiate tours.
2. Possible activities may be associated with local history, archival or museum institutions, and outdoor recreation.
3. Arrange transportation if needed.
4. Arrange for food or a restaurant stop if needed.

Exhibitors

1. Vendor registration forms and cover letters should be sent out at least three months before the conference dates. (See Appendices)
2. Assign one person to oversee vendor accommodations, to distribute brochures and flyers, and to act as the contact between vendors and the local arrangement committee. This individual should maintain the checks until the annual meeting.
3. LAC should ensure that there is adequate vendor exhibit space at the conference hotel.
4. An LAC rep should be available on the day that vendors set up exhibits to assist with any potential problems or issues.

Registration

1. Pre-registration materials should be sent out well before the annual meeting. It should include:
 - a. A preliminary conference program;
 - b. Hotel information including room costs, reservation deadlines, and telephone number;
 - c. Travel information including airports, shuttles, and directions for driving;
 - d. Information about special events including reception, banquet, other meals;
 - e. Tour information including times and cost;
 - f. Description of pre-conference workshops including time and cost; and
 - g. Registration forms or details about online registration.
2. The LAC should coordinate with the President and Communications Chair on matters related to acquiring and using membership lists for other professional organizations throughout the region. This gives the association a chance to reach out to potential new members.
3. The LAC chair should coordinate with the Treasurer on all costs associated with local arrangements.
4. The Executive Board approves all registration costs including registration, meals, and tours.
5. The NWA Board may be petitioned by a Session Chair or the Programming Committee Chair for a complimentary registration in the event that a Speaker (plenary), Session Moderator, or

Workshop Leader is a non-archivist (or allied professional) and/or is not from the NWA Membership region. All complimentary registrations are the sole discretion of the NWA Executive Board.

6. Presenters have the option of registering for the conference and enjoying the benefits (networking, vendors, food, events, etc.) or they may forgo registration, but it is expected that presenters that forgo registration will leave the conference upon conclusion of their presentation. NWA uses the honor system to ensure compliance.
7. LAC will explore whether online registration is an option and make a recommendation to the Executive Board. Otherwise, registration forms and payments are sent to the Secretary/Treasurer.
8. LAC is responsible for gathering materials that will go in registration packets and for "stuffing" packets.
9. LAC and the Secretary/Treasurer and/or Membership Coordinator coordinate generation of name tags, and attendees list.
10. Coordination between the Program Committee, Local Arrangements Committee, and the Executive Board should be clearly defined.

Onsite Management

1. At the time of the conference the Local Arrangements and Program Committee members should coordinate to ensure the following tasks are covered:
 - a. designate individuals to verify that room and audio-visual equipment are functional; provide signage to post for each session room;
 - b. assign individuals to manage the registration desk (registration packets, name badges and conference program)
 - c. be available to answer questions about facilities, services, safety, and transportation; and
 - d. clearly post contact information for venue security, local police, transportation options, and emergency hotlines.

Other

1. Assign a committee member to contact institutions regarding door-prizes. Get a list of NWA members' from the NWA directory or the Secretary/Treasurer.
2. When soliciting donations of door-prizes or supplies from vendors or other organizations, offer use of Northwest Archivists' tax identification number so the donation can be claimed as a tax write-off.
3. The President or Secretary/Treasurer sends thank you letters on NWA letterhead acknowledging non-member organizations that have contributed time or resources to the meeting.
4. The LAC makes arrangements for all transportation from the hotel(s) to meeting sites. This includes the opening reception, banquets or luncheons not at the hotel, and for sessions not held at the hotel.
5. Requests for refunds of registration fees must be sent to the Local Arrangements Committee Chair. To receive a full refund, requests must be received no later than two weeks before the first day of the annual meeting. For refund requests received between 14 and 4 days before the annual meeting begins, a \$25 cancellation fee will be deducted from the refund. No

refunds will be issued for requests received less than 4 days prior or during the annual meeting.

Section 3.2 updated and approved 2023-04

3.3 Program Planning Committee

The program for the meeting is created by a Program Committee in coordination with the Local Arrangements Committee and in consultation with the Executive Board.

Duties

1. The Program Committee plans and organizes the programming portion of the annual meeting, and is responsible for arranging meeting sessions and workshops, and securing presenters.
2. The NWA President appoints a program chair at least one year prior to the annual meeting.
3. The Chair appoints as many members to the Program Committee as he/she deems necessary or appropriate.
4. Program Committee composition should consist of members who represent different parts of the NWA region and different types of institutions.
5. Chair should coordinate with committee members on scheduling two or three meetings to discuss and assign duties related to the annual conference program. These meetings can be conducted in person, by phone, or via email. The meetings should determine such topics as a conference theme, conference sessions and workshops, and possible featured/session speakers or instructors.
6. The Chair serves as the liaison to the Local Arrangements Committee.
7. The Chair coordinates with the Executive Board regarding any unusual expenditures related directly to Program Committee responsibilities.

Theme

1. The program committee may decide to establish a conference theme or special format for sessions and presentations.
2. The Program Chair seeks theme approval from the Executive Board before making a final decision.

Workshops

1. NWA offers two or more pre-conference workshops.
2. The Chair consults with the Executive Board and the Education Committee Chair regarding potential workshops.
3. The Committee contacts national organizations (SAA, NEDCC, AMIGOS, etc) to arrange for a workshop.
 - a. Arrangements for these workshops need to be made consistent with the deadlines established by the presenters.
 - b. Notification of these workshops to the NWA membership should be made consistent with registration deadlines established by the presenting organizations.
 - c. Registration for these workshops should be the responsibility of the presenting organizations.

- d. Solicit workshops and instructors from within the NWA membership or allied regional groups.
- e. The Chair negotiates the workshop registration fee for any workshops offered by members or regional institutions.

Sessions

1. The Committee is responsible for choosing session topics.
2. The Committee should consider the following when developing session ideas:
 - a. previous SAA conference programs or other regional archival/information associations;
 - b. the previous NWA meeting's evaluation forms;
 - c. topics discussed in recent professional literature or "hot topics;" and
 - d. current projects in the region, especially regional or cooperative ventures.
3. The Committee should also develop a program proposal form to be submitted to the general membership by email blast and a Blog post.
4. Try to attract workshop instructors and session moderators/speakers from throughout the NWA region, as well as from allied associations and professions.
5. Developing contacts and participation from outside the organization is encouraged, including record managers, administrators, lawyers, museum curators, journalists, academics, etc.

Special Presentations

1. The Committee may develop special programming ideas such as keynote speakers or plenary sessions.
2. Try to attract prominent or entertaining guest speakers who may inform and/or entertain conference attendees.
3. The Chair should work with the Local Arrangement Committee in locating special speakers from the meeting location.
4. The Committee, in collaboration with the Native American Collections Roundtable, should arrange a Tribal Land Acknowledgement. This includes outreach to officials from the tribe (or tribes) who claims the conference site as their traditional lands and may take many forms including, but not limited to an opening blessing, an educational talk, or performance. Tribal members delivering the Land Acknowledgement are compensated with an honorarium; the amount is determined by the NACR and Committee as part of the budget development process, and is confirmed by the NWA Board as part of conference budget discussions.

Finalizing the Program

1. Determine the "final program" (including speaker commitments, workshop and session schedule) and divide conference session responsibilities between committee members.
2. Committee members select moderators for the sessions for which they are responsible.
3. The Committee ensures the moderators understand their responsibilities, including:
 - a. contacting scheduled speakers for confirmation,
 - b. reminding them of the session format (panel discussion, traditional presentations, fundamental instruction),
 - c. asking speakers for audio-visual needs/requirements and biographical information from session participants,

- d. coordinating with the program committee on these issues, and
 - e. keeping presenters within allotted times.
- 4. The Committee should ensure that speakers understand their roles in the session and the time constraints associated with a general session.
- 5. The Committee should ensure that speakers understand they have the following responsibilities:
 - a. providing biographical and abstract information to the session's moderator,
 - b. communicating clearly their audio-visual requirements, and
 - c. preparing audience handouts.
- 6. The Committee may prepare a moderator/speaker letter that outlines these responsibilities.

Publish Preliminary Program on the Conference Website

- 1. The Program Committee Chair should publish the program outline at least three months prior to the conference dates
- 2. Program information should include an introduction, a conference schedule and descriptions of each workshop and session, special programs, a registration form, and a link to NWA Code of Conduct for Events (see Appendices).
- 3. Chair coordinates with the Local Arrangement Chair to provide, a brief history describing the conference location, information about tours, a flyer regarding the hotel accommodations, travel information, directions to the conference site with a map, reception and banquet arrangements, transportation between events (if necessary), and any other local arrangements information deemed appropriate.
- 4. Chair coordinates with the NWA webmaster to post annual meeting information on NWA's website.
- 5. Chair issues press releases about the meeting program, offerings, and activities to the SAA newsletter's Archivists Calendar and other appropriate forums.

Final Program

- 1. A final version of the conference program is produced in coordination with the Local Arrangements Committee prior to the meeting for inclusion in registration packets.
- 2. The program should include information about the conference workshops, sessions, tours, dinner/lunch banquets as well as safety contact information for the Local Arrangements Committee Chair, and venue security.
- 3. Specific session information should include session title, session time, room or location, speakers' names, and a brief description of the session topic/format.
- 4. The final program should be published online. A print program should be offered as an option, although it is becoming less required by conference attendees.

During the Meeting

- 1. The Program Committee and Local Arrangements Committee work together to ensure all aspects of the meeting run smoothly.
- 2. Ensure session needs are met, especially related to AV equipment.
- 3. Coordinate with the host hotel regarding specific meeting-related needs.
- 4. The Program or Local Arrangements Chair coordinates with the Secretary/Treasurer to ensure that any necessary honoraria are paid.

5. The Program Committee prepares and distributes conference evaluation forms and session proposals forms for the next meeting, then collects, summarizes, and forwards the results to the Program and Local Arrangement committees for the next year's meeting.

Section 3.3 updated and approved 2023-04

3.4 Virtual Arrangements Committee

In the circumstance that the NWA Board decides to host a virtual annual conference instead of an in-person gathering, a Virtual Arrangements Committee will be formed instead of a Local Arrangements Committee.

The virtual arrangements, including certain administrative and programming aspects for the meeting are the responsibility of a Virtual Arrangements Committee (VAC), in cooperation with the Program Committee and in consultation with the Executive Board.

Committee Membership, Responsibilities, and Procedures

- The VAC plans, organizes, and is responsible for the virtual arrangements of the annual meeting, such as, the conference platform, certain speakers and/or entertainment, virtual tours, and other aspects of the virtual administration of the meeting.
- The NWA President appoints the VAC chair as soon as the annual meeting dates are determined.
- The Chair appoints as many members to the VAC as they deem necessary to adequately undertake all of the duties required.
- Due to the virtual nature of the conference, VAC composition is not limited by geographic location.
- It is recommended that the Chair coordinates with committee members on scheduling various meetings to discuss and assign duties related to the annual conference. The meetings should determine tasks to be completed, a schedule for completion, and the delegation of responsibilities among the Committee members.
- The Chair serves as the liaison to the Program Committee.
- The Chair coordinates with the Executive Board regarding any expenditures related directly to VAC responsibilities.

Virtual Conference Platform

- In 2021 and 2022, NWA selected Whova as the conference platform. The VAC may use Whova or choose to conduct research to determine another more appropriate and/or cost-effective platform to host the conference. The VAC must receive approval from the Board to purchase the conference platform.
- Typically, a virtual conference platform will include modules that enable the VAC to manage the registration process (in collaboration with the Treasurer), host pre-recorded and live sessions as well as virtual tours (in collaboration with the Program Committee), feature conference sponsors, and engage conference attendees in virtual community building activities.

- Detailed meetings notes, tasks, and other virtual planning documents for the 2021 and 2022 conference are available via the NWA Google Drive managed by the NWA President.

Conference Budget

A virtual conference is less expensive than an in-person conference but still requires a budget proposal and approval from the Board. The need is to at least break even on costs, with a goal of making more money than is spent. Below is a sample budget:

Expected Expenditures \$5,100

- Whova \$2,000
- Honorariums \$3,000
 - Land acknowledgements \$600
 - Special Panel \$900
 - Keynote \$1,500
- Community building \$500
 - Door prizes / raffles / contests (i.e. gift cards or books etc, incentives to join)

Expected Funding Sources \$5,000-\$6,500

- Sponsorships (based on 10 sponsors) \$1,500
 - Sponsors \$150
- Registration Costs (based on 100 “member-level” registrants) \$5,000
 - Non-members \$100
 - Members \$50
 - Hardship/Student \$25

Section 3.4 added and approved 2023-04

4.0 Awards and Scholarships

Policy

NWA recognizes its members with four monetary awards (three awarded to students and one to professionals) and two non-monetary recognition awards (one for distinguished service and one upon retirement). The Professional Development and Continuing Education Committee is responsible for advertising award application schedules to the general membership, evaluating the applicants, and presenting the award recipients to the Executive Board. The Committee Chair, appointed by the NWA President for a three-year term, selects a committee that includes at least two other NWA members in good standing. The Vice-President/President-Elect joins the NWA Awards Committee in a year when the Distinguished Service Award will be presented. All awards are presented at the NWA annual meeting and announced to the membership in an email blast and Blog post. Recipients not in attendance at the annual meeting will receive their award by mail. Recipients will also be listed on NWA’s website. Awardees of monetary awards must provide a description of the award-funded activity, when completed, in a Blog post.

4.1 Student Awards

Policy

These three awards are intended to support students of archival management and to increase student participation in our professional organization. They are intended as a resource for students from the NWA region who are enrolled in an archives graduate program of an accredited institution. In addition to the monetary award, each student is given a complimentary NWA membership (for one year).

Guidelines for Selecting Recipients - Applicants must:

1. Be enrolled in an archives graduate program of an accredited school in the NWA region (Alaska, Idaho, Montana, Oregon, or Washington) or currently reside in one of the five member states while enrolled in an archives distance education program in another state; and
2. Have already completed two quarters or two semesters of graduate coursework by the time of the award.

Note: see SAA Directory of Archival Education for list of approved archives programs. If their program is not on this list, applicants must provide evidence of completion of archives or archives-related coursework.

Use of Funds – Award money:

1. May be used to attend the NWA Annual Meeting (where the award will be formally acknowledged) but this attendance is not a requirement of receiving the award; or
2. May be used to allay direct educational costs (such as tuition, workshop registration, or travel expenses), at any time in the calendar year of the award but may NOT be used to purchase supplies or equipment (software, hardware, computers, books).

Procedures – Student Awards

Applications for awards are sought by the Awards Committee Chair. Electronic application is encouraged.

Application Requirements – Applications include:

1. Postmark by March 1;
2. Formal letter of application stating the proposed use of awarded funds;
3. Supporting evidence of archives-related coursework (if applicable);
4. Current résumé; and
5. (Optional) letter of recommendation and printed materials from proposed educational opportunity. Selection and announcement

Process

1. Chair distributes application materials received to all committee members (this may be done electronically).
2. Committee members each select three candidates, ranking them in order of relative preference and report their selection to the Chair.

3. Chair compiles a relative numeric scale for the applicant pool. (i.e. First choice is assigned 3 points, second choice 2 points, and third choice 1 point). Points are tallied and the application with the highest tally is selected.
4. Chair reports the decision to the committee and facilitates resolution of any concerns.
5. Chair notifies all applicants of results by April 1. 21
6. Chair announces the recipients of ALL awards at the NWA annual business meeting.
7. Chair coordinates disbursement of funds with the NWA Treasurer.
8. Chair coordinates with website administrator to post recipients on the Awards page of NWA's website.

4.2 Professional Development Award

Policy

This scholarship is intended to promote the professional development of practicing regional archivists by providing means for attendance at workshops, institutes, conferences or other training opportunities. Specifically, it is intended as a resource for colleagues who are self-employed or do not receive assistance for professional development from their employer.

Guidelines for Selecting Recipients - Applicants must:

1. Be members of NWA in good standing;
2. Be currently engaged in the archival profession in an NWA member state;
3. Have a minimum of one year full-time paid or unpaid professional experience;
4. Have limited access to institutional funding for continuing education;
5. Apply personally (no third-party nominations will be considered); and
6. Publish a description of the scholarship-funded activity, when completed, in a Blog post.

Use of Funds – Award Money:

1. May be used to attend the NWA Annual Meeting (where the award will be formally acknowledged) but this is not required; or
2. May be used to allay direct educational costs at any time in the calendar year of the award but may NOT be used to purchase supplies or equipment.

Procedures - Professional Development Award

Applications for awards are sought by the Awards Committee Chair. Electronic application is encouraged.

Application Requirements – Applications include:

1. Postmark by March 1;
2. Formal letter of application stating the proposed use of awarded funds;
3. Current résumé; and
4. (Optional) letter of recommendation and printed materials from proposed educational opportunity.

Selection and Announcement Process

1. Chair distributes application materials received to all committee members (this may be done electronically).
2. Committee members each select three candidates, ranking them in order of relative preference and report their selection to the Chair.
3. Chair compiles a relative numeric scale for the applicant pool. (i.e. First choice is assigned 3 points, second choice 2 points, and third choice 1 point). Points are tallied and the application with the highest tally is selected.
4. Chair reports the decision to the committee and facilitates resolution of any concerns.
5. Chair notifies all applicants of results by April 1.
6. Chair announces the recipients of ALL awards at the NWA annual business meeting.
7. Chair coordinates disbursement of funds with the NWA Treasurer.
8. Chair coordinates with the webmaster to post recipients on the Awards page of the NWA website.

4.3 Retirement Recognition

Policy

The NWA Retirement Recognition award is intended to honor NWA members who have retired during the year between annual meetings. This is a non-monetary award. The recipient(s) of this award will be honored at the annual meeting.

Guidelines for Selecting Recipients - Nominees must:

1. have been active members of NWA for a minimum of five years based on the information shared by the nominator;
2. have made significant contributions to the organization in areas that include: leadership, committee service, program participation; and
3. have made general contributions to the archival profession in at least one of the following areas: leadership, education, and scholarship.

Procedures - In the months prior to the Annual Meeting, nominees for recognition are requested by the Professional Development and Continuing Education Committee Chair, who sends an email to the State Representatives and to the President of NWA reminding them about the award and soliciting nominations. Nominations must address all the criteria listed in the guidelines for selecting recipients of the award. The President of NWA incorporates the retirement recognition(s) as part of the Annual Meeting.

Section 4.3 updated and approved 2023-04

4.4 Merle W. Wells/John F. Guido Distinguished Service Award

Policy

The NWA Distinguished Service Award, named for Merle W. Wells, one of the charter members of the NWA and John F. Guido, a former president of the association, is an occasional honor intended to recognize NWA members who have made significant, sustained contributions to the activities and

welfare of the association, or institutions that support the goals of NWA through service to the association. The award is given for lifetime service of a high caliber to NWA and exceptional service on particular projects or activities that benefit NWA. This is a non-monetary award. The physical nature of the award is to be determined in each case by the Professional Development and Continuing Education Committee and the cost of creating the award must be approved by a vote of the NWA board. Not more than one Distinguished Service Award may be presented each year. There is NO requirement that the award must be presented every year. The Vice-President/President elect joins the NWA Awards Committee in a year when the Distinguished Service Award will be presented.

Guidelines for Selecting Recipients - Nominees must:

1. have been active members of NWA for a minimum of five years;
2. have made significant contributions to the organization in areas that include: leadership, committee service, program participation, or supporting the work of NWA in other professional activities; and
3. have made general contributions to the archival profession in at least one of the following areas: leadership, education, and scholarship.

Procedures - Merle W. Wells/John F. Guido Distinguished Service Award

No applications for awards are sought. Any NWA member may nominate another member for this award.

Selection and Announcement Process:

1. Award nomination form will be available on the NWA website.
2. When a member is nominated, the Vice-President elect joins the Awards committee and the nominee is evaluated according to selection criteria in the Policy Statement.
3. The physical form of the award to be given must be determined by the Committee and the cost brought to vote by the NWA board for approval.
4. The nominee is notified of the award to be announced before the Annual Meeting.
5. Award is announced and honored at annual business meetings.
6. Chair coordinates with webmaster or to post recipient(s) on the Awards page of the NWA website.

4.5 Continuing Education Fund Award

Policy

This award is established to help NWA members fund workshops and continuing education programming in their locality. It is designed to assist all archivists and allied professionals in the northwest expand their foundations of knowledge and skills by helping alleviate the financial strain of providing continuing education. A total of five awards will be awarded annually; one for each state per year. The award consideration period aligns with the fiscal year, July to June.

Guidelines for Selecting Recipients – Applicants must:

1. Be a current member of the Northwest Archivists in good standing. This applies only to the primary applicant. Other participants can be non-members or even non-archivists. Priority

consideration will be given to colleagues seeking to host events outside of the major NWA hubs (Portland, Seattle, etc.).

2. Demonstrate (through the application and supporting documentation) the need and use of funds and how they will benefit NWA, the larger profession, and/or multiple archivists in the area.

Use of Funds – Award Money

1. Awarded funds can be used in a number of different ways. For instance, funds can be used to pay for speaker fees, workshop costs, and meeting space rental.
2. Funds must be used within one year.
3. This is not a reimbursement for a past project, but will be paid in full prior to the start date of the proposed project.
4. Funds will not cover costs for *individual* conference attendance, equipment purchases (unless such equipment is required for learning and available to all participants afterwards), and/or food/drinks.

Procedures – Continuing Education Fund Award

Application Requirements – Applications include:

1. A completed application form;
2. A project budget; and
3. One or more statements supporting the project (includes letters of support, signatures of interested participants, or any other documentation applicants believe supports their proposal)

Selection and Announcement Process

1. Chair distributes application materials received to all committee members.
2. Current Committee members will review applications and select one award per state that best fits the objectives of the fund. There is a rolling selection deadline of 30 days after a proposal is submitted. Proposals received after the Annual Meeting will not be subject to the 30-day consideration but evaluated solely on their own merit.
3. Chair facilitates resolution of any concerns and if necessary, solicits Board advice or more information from the applicant(s).
4. Chair notifies all applicants of the results.
5. Chair coordinates with the NWA Treasurer for the disbursement of funds to the principal coordinator.
6. Chair notifies the recipients of ALL awards at the NWA annual business meeting.
7. Chair coordinates with the webmaster to post recipients on the Awards page of the website.
8. Recipients are encouraged to attend the Annual Meeting for a formal award presentation, and are expected to provide a description of their activity, when completed, on the NWA blog.

Section 4.5 added and approved 2023-04

4.6 October Archives Month Funding

Policy

The October Archives Month funding coordinator is a part of the Professional Development, Education, and Awards Committee; the coordinator is appointed by the chair of the Professional Development, Education, and Awards Committee. Typically, NWA has made available \$1,000 (\$700 for Alaska and Montana; \$300 for Idaho, Oregon, and Washington) to members from each state to support events, promotions and activities during Archives Month.

Procedures

- In July or August, the NWA President confirms the Board's support to provide funding for October Archives Month activities.
- Once the funding support is confirmed, the NWA President contacts the October Archives Month funding coordinator to prepare the online application form and promote the opportunity for funding support.

Guidelines for Selecting Recipients – Applicants must:

- Be a current member of the Northwest Archivists in good standing. This applies only to the primary applicant. Other participants can be non-members or even non-archivists.
- Describe (through the online application form) how the funding will be used.

Use of Funds – Award Money

- Outreach in the form of speakers, posters, or receptions would all qualify for support.
- Funding is in the form of a reimbursement.

Application Requirements – Applications include:

- Completion of the online Archives Month Funding Application Form which requires the applicant's contact information and a description of how the funding would be used.

Selection and Announcement Process

- A maximum of four applicants per state will receive funds. If there are more than four applicants, the first eligible four will qualify for the reimbursement.
- Applicants will be notified within one-week of the deadline if they are eligible for reimbursement and up to what amount.

Funding Recipient Requirements

- By receiving funds, recipients are required to report on their Archives Month participation on the NWA blog.

Section 4.6 added and approved 2023-04

4.7 Archivist-In-Residence Program

Policy

Northwest Archivists, Inc. offers a \$7,000 stipend for one graduate student (or recent graduate within two years of March 31, 2023) to receive an Archivist-in-Residence opportunity. The program is managed by the NWA Paid Internship Committee.

This is a unique experience for a new professional to develop a project based on their goals and skills and work directly with an organization to determine the project's scope, goals, and outcomes. The Archivist-in-Residence will be managed by an engaged supervisor assigned by the host organization, though the resident may interact and work under the temporary direction of a number of other employees depending on the scope of the project. The residency may last up to 12 weeks to be completed by the end of the current calendar year. The resident will receive a one-year complimentary membership to Northwest Archivists.

The purpose of this residency is three-fold:

1. To offer upcoming and new professionals with paid career development opportunities to apply knowledge in archives, libraries, museums, or a related field;
2. To teach new archivists how to accurately calculate the value of their education, experience, and overall value as an archivist; and
3. To provide an opportunity for archival organizations to work toward the long term goal of eliminating unpaid work within the field.

Procedures

- Program Committee
 - NWA Paid Internship Committee stewards the program by facilitating fundraising efforts, performing program updates, completing application review, and offering host and resident support.
- Funding Sources
 - In September of 2022, the 2022-2023 NWA Board approved to fund the Program at \$3,000 per year for 3 years
 - Unused NWA funds do not roll over in the next year
 - The 2025-2026 Board will need to revisit the amount dedicated to the Program to determine future funding support from NWA
 - If the yearly amount needs to increase, the Committee will contact the Board regarding the difference and the subcommittee will commit to fundraising 50% of the amount needed in matching.
 - There is an existing slate of repeat sponsors. Money received from external sponsors can be rolled over from year to year.
 - Donations from NWA members are also solicited. These will be tracked as program funds and can roll over from year to year.
- Treasurer
 - NWA Treasurer shall in January of the following calendar year complete a 1099-MISC for the previous year's recipient to be submitted directly to the recipient

Guidelines for Selecting Recipients

- Applicants must be currently enrolled in a graduate-level program or have graduated within two years of March 31, 2023 [rolling date based on program year]. The award does not define the type of graduate program as to encourage both traditional and interdisciplinary programs. NWA welcomes diversity in all respects, including but not limited to age, gender, sexual orientation, ethnicity, nationality, and personal background.
- The residency may be applied to any archival organization that is within the geographic region covered by Northwest Archivists membership (Alaska, Idaho, Montana, Oregon, and Washington). The host organization must be an institution or agency responsible for the custody, study, teaching, control, or use of records, archives, and/or personal papers.

- Applicants outside the Northwest Archivists region are welcome to apply. There is no requirement for the Archivist-in-Residence to reside in the Northwest and this opportunity supports both in-person and remote work models.

Use of Funds – Award Money

- The monetary award will be paid as a stipend directly from Northwest Archivists to the Archivist-in-Residence on a monthly basis.
- A budget must be submitted as part of the application process defining the appropriate hourly wage for the resident based on a documented calculation of the regional cost of living, their experience level, and the complexity of the project.
 - The hourly wage must not be lower than the estimated regional cost of living for the host institution as defined by the MIT Living Wage Calculator (<http://livingwage.mit.edu/>). Applicants should also check their locality for any minimum wage updates that may apply at the city, county, region, or state levels.
 - This budget will also define the total number of hours to be worked based on the needs of the project.
 - The total stipend based on the proposed wage and hours is not to exceed the total award amount listed in the call for proposals, nor the maximum 12 week timeframe of the residency.
 - Housing, benefits, and transportation are not included within the stipend provided by Northwest Archivists.

Application Requirements – Applications include:

- The Archivist-in-Residency Award application will be opened per the NWA Paid Internship Committee's pre-determined timeline, usually in the first few months of a calendar year.
- Applications will be due per the NWA Paid Internship Committee's pre-determined timeline, usually in the spring of a calendar year.
- The application is a joint application between the resident and the organization. The resident should propose a project or experience specific to the site and work with the organization to clarify scope of project, timeline, supervisor, goals, and project outcomes. The organization and supervisor must be determined in advance of final application.
- A budget must be submitted as part of the application process (see above in "Use of Funds – Award Money" for more details).
- For final consideration, the applicant should complete the application form made available by the Committee when the announcement for the application period is made, along with a 2-page resume.

Selection and Announcement Process

- The NWA Paid Internship Committee will review applications and select the Archivist-in-Residence and host organization based upon their joint application. Final selection will be communicated to applicants at the time of the committee's decision, followed by a public announcement via NWA communication channels. This typically occurs in conjunction with the NWA Annual Meeting, May 2023. The residency may start as soon as notification has been given and must be completed by the end of the calendar year.

Funding Recipient Requirements

- The resident must produce a monthly report for each month of employment and submit it to the NWA Paid Internship Committee.

- Monthly reports should include: number of hours worked, progress on the project, and any goals or outcomes completed.
- The resident will prepare a blogpost for publication in *Northwest Archivists Blog* detailing their experience after completion of the residency.
- The host organization will submit an end of residency report detailing how the resident met the goals of the residency.

Section 4.7 added and approved 2023-04

4.8 Native American Collections Roundtable (NACR) Annual Conference Scholarships

Policy

One of the main goals for the Native American Collections Roundtable (NACR) is to bridge access for individuals working with or aspiring to work with Native American collections with the Northwest Archivists Annual conference, as a participant or presenter.

To support this effort, the NACR offers three scholarships to help cover conference expenses as an opportunity for continued professional development of award recipients. Two \$500 scholarships are allocated to applicants from Idaho, Oregon, and Washington. One \$750 scholarship is allocated to applicants from Montana and Alaska to help cover higher travel costs.

Procedures

- **Native American Collections Roundtable**
 - Communicates with the NWA Treasurer to confirm the availability of the NWA funds and any additional NACR raised funds.
 - Manages the scholarship promotion, application, and selection process.
 - Follows-up with both the Treasurer and Local Arrangements Committee to inform them of the scholarship recipients.
- **Funding Sources**
 - NWA dedicates \$1,000 in NACRC scholarships annually; unused NWA funds do not roll over in the next year.
 - Additional scholarships may be awarded using funds generated from the NACR silent auction and donations; these funds can roll over from year to year.
- **Treasurer**
 - Upon request by the NACR, the NWA Treasurer confirms the availability of the NWA funds and any additional NACR raised funds for the year.
 - Upon being notified by the NACR of the scholarship recipients and their designated scholarship amounts, the Treasurer awards each scholarship recipient their scholarship funds.
- **Local Arrangements Committee**
 - The LAC is notified by the NACR of the scholarship recipients, registers them, and returns conference registration confirmations to awardees.

Guidelines for Selecting Recipients

- The NACR is responsible for the selection of scholarship recipients.
- Past scholarship winners are welcome to apply, but priority will be given to new applicants.
- Eligible applicants will meet at least one of the following four criteria:
 1. Tribal member working with Native American collections;

2. Individual working for tribal information programs;
 3. Individual working with Native American collections;
 4. Tribal members interested in working with Native American collections.
- Applicants will be evaluated based on the case made in addressing the required questions in their application.
 - Considerations will also be made to provide geographic representation in the awards.

Selection and Announcement Process

- The NACR Scholarship Coordinator appoints two members to the review panel and is responsible for the selection and announcement of the scholarship recipients.

Use of Funds – Award Money

- A portion of the scholarship is used to pay for the conference registration.
- The remainder of the scholarship amount is paid directly to the the scholarship prior to the conference
 - Recipients may use the funds to cover any travel and conference related expenses.
 - Submission of receipts is not required.

Funding Recipient Requirements

- Recipients must attend the conference.
- Following the conference, all awardees are expected to write a short report ([example](#)), due Friday, June 2nd, 2023, about their conference experiences, to be published on the NWA and NWA-NACR blogs.

Section 4.8 added and approved 2023-04

5.0 NWA Website

5.1 Policy Regarding Job Postings

As a service to members, job openings are posted on the NWA website

<http://northwestarchivistsinc.wildapricot.org/jobs> at no cost.

Guidelines

1. Only job openings in Alaska, Idaho, Montana, Oregon, and Washington will be posted.
2. Announcements must include all the information necessary for candidates to submit complete applications, including an email address to contact for additional information.
3. Announcements must include a salary.

Procedure

1. Electronic versions of the job announcement should be sent to the NWA webmaster.
2. Job announcements will be placed on the website as soon as possible after they are received.
3. Job postings will remain posted until the deadline for application.
4. If the position is advertised as open until filled, the posting institution will specify an end date for posting or will contact the website coordinator when the position is filled.

6.0 Distribution of Northwest Archivists, Inc. Emailing List

Policy

The Northwest Archivists, Inc., will under specified conditions distribute its active membership email list to allied professional organizations, institutions, and vendors.

Guidelines

1. The NWA will provide a one-time use of its active membership list that includes names and email addresses only.
2. The NWA Board establishes the fees to be charged for use of the email list. As of September 2004, those fees are:
 - a. Commercial Vendors \$100
 - b. Organizations and Institutions \$30 with a total membership of 500 or more
 - c. Organizations and Institutions no charge with a total membership of less than 500
3. Advertising entitles a vendor, upon request to one free copy of the email list during the calendar year in which the advertisement appears.
4. The NWA membership application provides the member with an opportunity to request that their name be excluded from email list distribution outside the NWA.

Procedures

1. Vendors, institutions, and organizations must request a copy of the Northwest Archivists, Inc. Emailing List Request Form (see Appendix G).
2. The Request Form is returned to the NWA Membership Coordinator, who forwards the request to the NWA President.
3. The NWA Board has the authority to approve all emailing list requests based on the established guidelines. The Board may choose to waive the fee. The Board may also choose to request that the Membership Coordinator solicit and manage opt-outs and then provide a finalized list to the requestor.
4. The NWA Membership Coordinator will provide the up-to-date active members email list to the requestor upon Board approval.

Section 6.0 updated and approved 2023-04

7.0 Professional Advocacy

Policy

Northwest Archivists, Inc., recognizes the importance of advocating on behalf of the interests of the archival profession and archival institutions at the regional and national level. NWA, therefore, has established an ad hoc committee to be known as the Advocacy Committee.

Guidelines

1. The Advocacy Committee will provide leadership and direction on issues of policy importance to the archival profession both at the regional and national level.

2. The Committee will act as a primary point of contact for NWA members and other interested parties to submit issues of concern to archives and the archival profession.
3. All direct advocacy actions taken by the committee must be approved by the NWA Board.
4. NWA State representatives will assist the committee by acting as liaisons at the state level and by disseminating information to the membership.

Committee Membership

1. The Advocacy Committee will consist of at least three members.
2. It will include the immediate past president who will serve as Committee chair, the president, and the vice-president/president-elect.
3. Additional Committee members may be appointed by the chair as needed, provided those appointed are members in good standing of NWA.

Responsibilities

1. The Committee will monitor ongoing archival issues at the national and regional level, including acting as a liaison to the Society of American Archivist, and submit periodic updates to the NWA membership and board.
2. The Committee will evaluate advocacy issues submitted to it and provide recommendations for action to the NWA board.
3. The Committee will respond to issues occurring in the NWA five-state region on behalf of the organization.
4. The Committee will advocate for NWA at the regional and national level.
5. The Committee will write letters and make public statements for issuance by NWA.

8.0 Interest Groups

Policy

The purpose of interest groups is to give members a chance to gather around a common archival subject or topic in the northwest region. These groups are considered ad-hoc committees Please note that membership is not limited to members of Northwest Archivists.

Membership

1. The interest group must consist of at least ten Northwest Archivists members in good standing.
2. Membership and participation in group activities/discussions/events is not limited exclusively to Northwest Archivists members. This is at the discretion of the convener or board of the interest group.
3. Any Northwest Archivists member in good standing is welcome to join any interest group and cannot be denied membership.

Meetings

1. Meeting attendance shall not limited exclusively to Northwest Archivists
2. 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.

Reporting

1. A yearly written report shall be submitted to the president before the public board meeting at Northwest Archivists annual meeting.
2. 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.

Governance

1. The convener of an interest group (i.e. chair, facilitator, etc.) shall be a Northwest Archivists member in good standing.
2. Only Northwest Archivists members in good standing shall be eligible to vote for interest group positions.
3. A list of interest group members (both Northwest Archivists members and non-members) must be submitted each year to the Northwest Archivists secretary.
4. A Northwest Archivists current board member will be appointed as your interest group's liaison to the board. Questions can be directed to her/him.

General Goals and Activities

Goals and activities include but are not limited to:

1. Serve the membership and goals of Northwest Archivists at large.
2. Facilitate communication between members of the interest group.
3. Provide a physical or virtual space for open dialog.
4. Solicit, encourage, and endorse annual meeting session proposals.
5. Encourage and create content for Blog posts.
6. Open a dialog with external organizations or individuals (where appropriate).

Available Resources (upon request)

1. Northwest Archivists membership information (only name, institution, and email address)
2. Physical space at annual meeting in the form of a meeting room, dedicated session, or another arrangement
3. Website (separate page, Blog post, and discussion forum)
4. Budget: The Board will review all financial requests up to \$200 and fund them as appropriate.
5. Use of Northwest Archivists' communication tools (Facebook, Flickr, Listserv, all member email lists, and state email lists) as appropriate
6. Pre-approval is required for any non-Northwest Archivists communication tools or social media applications.
7. Your interest group will be listed as a check box on the webform for new members. You can request a list of interested members from the membership coordinator.

Dissolution

1. An interest group shall be dissolved if it ceases to meet the membership requirements (See Section I.A.).
2. An interest group shall be dissolved if the Northwest Archivists officially dissolves. 31

Appendices: Template Forms and Correspondence

Appendix A Northwest Archivists Membership Application

Dues Year: July 1st – June 30th

☐ New ☐ Renewal

☐ Individual (\$35)

☐ Individual Sponsor (\$60)*

☐ Individual Associate (\$85)*

☐ Retired (\$25)

☐ Student (\$25)

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (____) _____ FAX (____) _____

E-MAIL _____

INSTITUTION _____

May we include the above information in a NWA membership directory?

☐ Yes ☐ No

(Distributed to NWA members only)

May we include your name and address in a NWA mailing list for distribution?

☐ Yes ☐ No

(May be distributed outside NWA) When did you join NWA? _____

Please check the committee(s) on which you are willing to serve:

☐ Program

☐ Education

☐ Nominating

☐ Scholarship

☐ Electronic Access

☐ Retirement Recognition

☐ Local Arrangements

☐ Bylaws

*Additional gift supports Scholarship Committee

Please print and fill out this form or the online form. Make checks payable to Northwest Archivists, Inc. and mail to the current membership coordinator.

Appendix B Vendor Invitation

Northwest Archivists

[Date]

Vendor Company

Address

Dear Sales Staff:

On behalf and the Northwest Archivists, we invite you to participate as a vendor or exhibitor in our upcoming Annual Meeting to be held _____(dates) at the _____(conference hotel) in _____(city). This meeting of will attracts archivists, librarians, historians, genealogists, scholars, and other interested individuals from institutions and organizations concerned with the management and preservation of archival resources throughout the Pacific Northwest. Past meetings have generated high attendance. We are pleased to provide the opportunity for you to interact with hundreds of archival professionals who evaluate products and make purchasing decisions for their institutions or repositories.

This year's vendor exhibition space at the _____(conference hotel) is located adjacent to the meeting rooms on the first floor of the hotel and offers excellent access to conference participants during the entire conference. You may ship materials to the hotel before the meeting. Exhibition days are _____(dates).

Please review the accompanying Vendor Information and Vendor Registration forms for additional details about participation in the conference. There are also opportunities to increase your visibility by sponsoring a coffee break or agreeing to become a conference co-sponsor. These sponsorship opportunities will provide additional publicity for your organization while helping to make the conference a memorable event.

We sincerely hope you will join us in _____(city). The NWA Annual Meeting offers an excellent opportunity to display your products and services to a receptive and interested audience. Should you have any questions, please don't hesitate to contact me at _____(phone, email).

Sincerely,

Name

Local Arrangement Chair

Address

Appendix C Vendor Information

Northwest Archivists

Exhibition Fees: Standard 2-Day Fee: \$150.00

The fee for each vendor includes conference registration and meals for one (1) representative and a hotel table charge (8-foot table). The exhibit space will be available on Friday, May 7, 2004, from 8:00-5:00 and on Saturday, May 8, 2004, from 8:00-2:00. Vendors may also choose to set up and staff their tables on Thursday, May 6, during pre-conference workshops. There will be no charge for exhibits on May 6, but participants must notify conference planners in advance if they would like to participate on that day. Vendors who want a table for only one day or who have other needs should also contact the conference planning committee members listed below.

Sponsorships:

The Northwest Archivists, the Northwest Oral History Association, and the Pacific Northwest History Conference believe that this event will encourage and celebrate collaborative efforts among archivists, scholars, and heritage professionals throughout the Northwest. Companies, organizations, or individuals may want to take advantage of additional opportunities to highlight their participation and support the goals of the conference. Vendors may choose to sponsor a break or to serve as a conference co-sponsor.

Break Sponsor: \$ 150 and \$ 250

Breaks offer participants the opportunity to mingle in a congenial setting and to view vendor displays. Break sponsors will be recognized with prominent acknowledgements on the food and beverage tables and in the final program. This optional sponsorship is in addition to the standard exhibitor fee.

Conference Co-Sponsor: \$ 300 and up

Conference co-sponsors will provide a higher level of support for the conference and will be recognized in several ways. Co-sponsors will be given podium time during one of the conference's plenary sessions and will also be recognized prominently in the final program and on the conference Web site. Co-sponsors may include advertising materials in the packets provided to each attendee. Please contact conference planners for further information on sponsorship opportunities.

Planning Committee Contacts: Please direct any questions or comments about vendor participation in the conference to the following planning committee member: Name, Local Arrangements, Address, Phone, Email.

Appendix D Vendor Registration Form

Northwest Archivists

Annual Meeting, City, State

Dates

Vendor Name: _____

Company/Institution: _____

Address: _____

Please check your level of participation below and enter appropriate fees:

Exhibition Fees (Required):	Fee Enclosed
_____ 2 Days \$150.00	\$ _____

Basic fee for all vendors includes conference registration and meals for one (1) representative; hotel table charges.

_____ We are interested in exhibiting during pre-conference workshops (date)	NC
--	----

Sponsorships:

_____ Break Sponsor (Optional): \$150 and \$250	\$ _____
---	----------

Break sponsorship gives you additional opportunities to reach attendees while supporting the goals of the conference. Benefits include significant recognition at break and in the final program.

_____ Co-Sponsor (Optional): \$300 and up	\$ _____
---	----------

Co-sponsorship allows you to join other major sponsors and assure the success of the conference. Additional benefits include podium time; recognition at conference events and in the final program; opportunity for inserts in conference packets.

Total \$ _____

Please make check payable to the Northwest Archivists and mail to the following:

Name, Treasurer

Address

Appendix E Vendor Receipt

Northwest Archivists

Date: March 7, 2002

To: The Hollinger Corporation
P.O. Box 9401 Northeast Drive
Fredericksburg, VA 22404
Attn: Ms. Elizabeth Williams

Received from The Hollinger Corporation

\$175.00 for 2-day exhibition space at the SCA Annual General Meeting 2002

\$150.00 for a full page advertisement in the meeting program

Total received (ck#2151)\$325.00

Thank you for your support!

Appendix F Vendor Confirmation

Northwest Archivists

March 4, 2003

April 1, 2003

Vendor Organization

Address

Dear Vendor:

Thank you for your participation in the Northwest Archivist Meeting in _____ (city/date). This letter is to follow up on a few logistical details relating to the conference.

1. Meeting Registration. You should have/will receive confirmation of your participation from NWA treasurer. As a vendor, you do not have to formally register for the meeting, you have already paid your fees. If, however, you plan to attend the Friday/Saturday lunch or dinner, you must register and pay for these meals. The deadline for payment is _____ (date). You may contact _____ to purchase meals. The deadline for our group room reservation rate at the (conference hotel and date), but I would recommend making arrangements as soon as possible. Please consult our website <http://northwestarchivistsinc.wildapricot.org/> for hotel contact information or phone _____.

2. Nametags. We will have nametags available for the individual listed in this letter, along with the name of your organization. If you are bringing a colleague, or require changes to the nametags, please contact me with any updates.

3. Shipping Exhibit Materials. (Confirm this information, vendors will want to know when and how to ship).

Example: Exhibit materials may be shipped to the _____ conference hotel. The hotel will store your materials up to two days prior to the meeting. Address packages to your organization, to the attention of _____ (hotel representative and address). Please indicate "Northwest Archives Annual Meeting" and the name of your organization" on each box.

4. Electricity/Audiovisual/Internet. The costs of technical services are not included in the exhibition fee. The hotel prefers that exhibitors arrange electrical, audiovisual, or Internet support through NWA.

- Electricity: \$\$\$
- Internet service: \$\$\$
- Phone service: \$\$\$
- Power strips: \$\$\$
- Extension cords: \$\$\$

Please contact _____ (NWA LAC Rep.) regarding your technical needs.

5. Location of the Exhibition Space. This year's exhibition space is located directly across from our main meeting rooms, in the _____ room.

6. Exhibit Setup. The exhibition area will be available for set up at _____ (time and date) and as early as _____ (time and date). The hotel will provide a skirted table and two chairs. Electrical and audiovisual services will be in place at _____ (time).

7. Storage. The exhibit area will be locked overnight on Friday, but the hotel suggests removing any valuables such as laptop computers each night. The hotel will not be responsible for any missing items. Please let me know if you have any questions, or if there is anything I can do to facilitate your participation. Contact Information _____

I look forward to meeting you in _____.

Sincerely,

Name

NWA Local Arrangements Committee

Appendix G Emailing List Request Form

Northwest Archivists, Inc.

Emailing List Request Form

Requestor Name: _____

Address: _____

One time use of NWA emailing list

*names and postal addresses only

TOTAL: _____

*payable to Northwest Archivists, Inc.

Purpose of Emailing List Request

*one time use by the requestor only

Signature

Date

Please return this form with payment to: the current NWA Membership Coordinator

Appendix G updated and approved 2023-04