

**NORTHWEST ARCHIVISTS**

**INTEREST GROUP PETITION TEMPLATE**

**Updated 17 May 2013**

The purpose of interest groups is to give Northwest Archivists members a chance to gather around a common archival subject or topic in the northwest region.

Please complete the petition and submit it along with any additional supporting material to the current president of [Northwest Archivists](http://northwestarchivistsinc.wildapricot.org/Default.aspx?pageId=173957). The creation of interest groups is at the discretion of the Executive Board of Northwest Archivists and each petition is judged on its individual merit, based on the information provided in the petition. Submission of this petition does not guarantee or imply an interest group’s formation.

1. **NAME**. The name of the proposed interest group shall be [X]

[You may use any name you like within reason: roundtable, forum, group, etc. based on group structure or type]

1. **MISSION**. The mission of the proposed interest group shall be [X]
2. **MEMBERS**. The members of the proposed interest group shall be [X]

*[Please include a list of at least 10 interested group members (name and email address). Must be at least 10 Northwest Archivists members in good standing. If you are engaging external communities, consider including a list of any potential non-Northwest Archivists members]*

1. **GOALS AND ACTIVITIES.** The proposed goals and activities of the interest group shall be [X]

*[Use Section IV of GUIDELINES to help you form your response]*

1. **CONTACT PERSON.** The name of the main contact person shall be [X]

[*This person will be the point of contact for the proposed interest group until leadership can be established and bylaws finalized.]*

1. **GOVERNANCE.** The governance for the proposed interest group shall be [X]

*[This is in no way the final governance structure; it is mainly to give the Executive Board a feeling for the group’s organization and structure]*

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**INTEREST GROUP GUIDELINES**

1. MEMBERSHIP
   1. The interest group must consist of at least five Northwest Archivists members in good standing.
   2. Membership and participation in group activities/discussions/events is not limited exclusively to Northwest Archivists members.
2. MEETINGS
   1. Meeting attendance shall not limited exclusively to Northwest Archivists members
   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.
3. 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 or *Easy Access.*
4. 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 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.
5. 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 interest group
  3. Provide a physical or virtual space for open dialog
  4. Solicit, encourage, endorse annual meeting session proposals
  5. Encourage and create content for *Easy Access*
  6. Open a dialog with external organizations or individuals (where appropriate)

1. 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 (must be pre-arranged with program committee).
   3. Website (separate page, blog space, discussion forum, etc.)
   4. Budget: The Board will review all financial requests up to $200 and fund them as appropriate.
   5. Use of Northwest Archivists’ communication tools (including but not limited to Facebook, Flickr, all member email lists, and state email lists) as appropriate.
   6. 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 form for new members. You can request a list of interested members from the membership coordinator.
2. 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.