

ARCHIVES COMMITTEE SCOPE AND PURPOSE

The CASFAA Archives Committee became a standing committee of the Association at the direction of the 1974-75 Executive Council with the appointment of the first Association Historian. The goal of the Archives Committee is to assemble, organize and maintain the historical documents of the Association.

CHARGE OF THE ARCHIVES COMMITTEE

1. Solicit Association materials and documents from the past year's committee chairs and Executive Council members, including:
 - Minutes from all Executive Council Meetings.
 - Year-End Reports from all Committee Chairs.
 - Association Budgets, Financial Statements and Reports.
 - Newsletters.
 - Action Items Report(s).
 - Tax Returns.
 - Special Projects and Awards.
 - Bylaws with any Changes.
 - CASFAA Directory.
 - Special Agreements and Contracts.

2. Organize the materials in an orderly manner.

SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE

A. Archives Committee Chair:

The Archives Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.

B. Archives Committee Members:

The Archives Committee Chair is usually the only person on this committee.

C. Committee Size:

Maximum: 1 member

COMMITTEE MEETINGS

None.

FINANCIAL RESPONSIBILITY

None.

HISTORY OF THE ARCHIVES COMMITTEE

CASFAA Archives Committee was authorized in 1975-76.