

NSMA ARCHIVE COMMITTEE FACT SHEET

TERM: One year

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Artistic and organized

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA General Assembly
Keep NSMA scrapbooks current
Update the NSMA history annually
Official NSMA photographer
Submit photos to the Website/social media/Public Relations Chairs
Maintain a master list for purging NSMA documents
Prepare a written year-end report

CHAIR APPOINTMENTS: The chair shall serve on the NSMA Public Relations and Website Committees

COMMITTEE MEMBERS: NSMA Public Relations, social media and Website Chairs are automatic members

BOD NOTEBOOK CONTENTS:

NSMA operating budget and NSMA Financial Policies
Retain copies of year-end reports for 7 years
Current NSMA Bylaws and Standing Rules
Update the purge schedule as needed
Current NSMA BOD roster and NSMA Planning Calendar
Archive Committee calendar – updated yearly
Revise/replace forms and samples as needed
Previous issues of the NSMA Med-A-Gram are archived with this committee

NSMA ARCHIVE COMMITTEE

The Chair shall keep the NSMA history books up to date by preserving, organizing and maintaining newspaper clippings, articles of historical interest and photographs pertaining to NSMA and its members. The chair is responsible for forwarding NSMA information of national interest to the AAMA office.

The chair is responsible for a yearly review of the official recorded history of NSMA. Noteworthy events and yearly highlights should be added as needed. Edited copies of the NSMA history should be sent to the BOD members and posted on the Website.

History books may include pictures of officers (Chapter photos up through 2020), member's individual professional achievements and NSMA accomplishments. Include the proclamation from the mayor's office following each General Assembly plus a copy of the final conference agenda/program. Collect from the AAMA Delegate Chair the official AAMA conference program and copies of each daily newsletter printed during the national conference.

Chair is responsible for properly identifying all pictures indicating the occasion, date, place and names of people in the photos. Newspaper clippings should have the date and name of the paper in which it appeared.

NSMA history books are kept permanently and retained in the possession of the current Archive Chair. Books should be brought to the annual NSMA conference and displayed in a location where members can browse through them. Table space should be arranged with the Annual Conference Chair.

Chair shall be the State's official photographer. All NSMA photo expenses including developing are to be deducted from the Archive budget. A list should be created and kept updated indicating what photos to take and at which events. This list should include the photos requested by the Website/social media/Public Relations Chairs.

Chair attends the annual NSMA conference and must be present to take photos at all official functions including the General Assembly, social events, installation and awards ceremony. Consult with the Website/ social media/Public Relations Chairs for committee requirements and forward appropriate photos.

Chair will maintain a list indicating the length of time specific documents need to be kept in the BOD Notebooks for each office and committee positions. When questions arise regarding record retention, the Archive Chair should consult with the BOD.

Document archiving should follow the general guidelines below:

1. All officers/chairs should retain copies of annual reports and important business correspondence pertaining to the office or committee for a period of seven (7) years or longer if pertinent to the continuity of the office or committee work. Personal correspondence need not be passed on to the succeeding officer or chair unless filed

as a “sample”. Announcements of meetings and meeting agendas can be destroyed after receiving the minutes.

2. The Secretary will permanently store copies of all minutes in the minute book and/or in an electronic file stored on the NSMA notebook. The entire NSMA General Assembly packet should be permanently kept with the minutes from the annual General Assembly meeting which will include all year-end BOD reports and bylaws proposals.
3. The Speaker should retain General Assembly packets, meeting minutes and records of the proceedings for seven (7) years.
4. The NSMA Treasurer’s financial ledgers should be kept permanently. Financial reports, profit and loss statements, audit committee reports, investment reports and bank statements should be kept permanently. Cancelled checks and check stubs should be kept for seven (7) years. NSMA expense voucher forms with receipts and statements from creditors should be kept seven (7) years.
5. Membership rosters should be kept by the Membership Chair for two (2) years.
6. Bylaws and Standing Rules are immediately replaced as they are updated. Outdated copies are destroyed. A record of proposed amendments and voting results are available in the permanent General Assembly Packet.
7. NSMA BOD rosters are part of the Secretary’s minutes and kept permanently.
8. AAMA correspondence is kept by the President for one year unless of historical interest or an ongoing concern which is then kept as long as reasonably necessary.
9. Additional guidelines for maintaining contents of individual BOD Notebooks are listed on the NSMA BOD Fact Sheets.