COMMITTEE/TASK FORCE CHAIR

SPRING 2022 REPORT TO THE BOARD OF DIRECTORS

Due to SAA Executive Director, SAA Secretary, and Board Liaison on February 8, 2022, for inclusion in the materials for the Spring Board of Directors Meeting. Your report serves to inform the SAA Board of the committee/task force’s accomplishments and as background for the action items.

- The Board asks all committee and task force chairs to use this Word document to report to the Executive Director (oona_schmid@saa.org), the SAA Secretary (Kelley.Hays-Gilpin@nau.edu), and your Board Liaison.
- Reports are required in the spring of each year and optional in the fall.
- Starting in 2022, Executive Director will post reports on Committee pages to improve transparency and assist incoming future chairs.
- If you are able to join us in Chicago, Committee and Task Force chairs are invited to join the Board for breakfast on Saturday April 2. I will send an invitation in the first week of February to the breakfast.

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<th>Report of the</th>
<th>2022 Nominating Committee</th>
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<tr>
<td>From Chair</td>
<td>Teresita Majewski</td>
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<td>Date</td>
<td>February 18, 2022</td>
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1. Membership and terms for your committee:

So that the SAA Office’s records are as complete as possible, please list your committee members and their terms here. Please also note if there are anticipated changes in a member’s status before their term end date.

All terms expire at the end of the 2022 Annual Business Meeting

Teresita Majewski, chair
Todd Ahlman (board appointed)
Claudia García-Des Lauriers (elected position)
William Parkinson (board appointed)
Davina Two Bears (elected position)
Liaison: SAA Secretary Kelley Hayes-Gilpin

In this report, the chair summarizes the efforts of the committee and provides several recommendations for the incoming chairs and future chairs.
1. In last year’s report submitted by Ricky Lightfoot, he recommended creating an SAA account for the chair to use. That was not done when he was chair, so he created a gmail account that people could send communications to. I did the same thing (created a gmail account), but it soon proved unwieldy for me (switching back and forth between my work and other gmail account to a different one, and the committee members had enough to think of and were used to emailing me on my most-used (work) account. I still think an actual permanent Nominating.Chair@saa.org account (for example, as Ricky suggested) would be useful to list in the “Call for Nominations” announcement, but only if it is something the committee chair could access on his or her own during the life of the committee. Then the password could be changed for the next chair. I suggest that the SAA Secretary look at past announcements and see if the chair’s actual email was used or not. Mine was not in last year’s announcement, as I had created the separate gmail account.

2. It was also recommended by Ricky to write an open call for “prospects” instead of an actual call for nominations. I think the announcement that was used for the 2022 call was better but could still be improved. Not sure it should be changed from a “call for nominations” though. A suggestion would be for the SAA Secretary (Board Liaison to the Nominating Committee) to work with the incoming chair, considering Ricky’s report from the 147 Board Book and the 2022 call, to make any needed changes. The reality is that few names for consideration come from the call, and the field our committee came up with resulted from us making lists and beating the bushes, twisting arms, etc. There should be additional types of outreach to try and encourage members to run for SAA positions. Perhaps the incoming chair could reach out to committees, task force, and interest group chairs to ask them if they would be interested in running or if they had names to suggest. Or there could be more outreach in tSAR talking about why it a good thing to be part of SAA governance. It’s unfortunate that other societies seem to have folks rushing to run for office, but in SAA’s case, not so much.

3. It is important to start as early as possible and meet regularly. The chair needs to understand the schedule for the election in detail, so that there are no surprises. The chair should also plan on collecting the commitment forms, no-harassment statements, and ballot blurbs, reviewing them, and sending them along to whoever they go to in SAA. It is part of the slate development that the committee should be responsible for. However, it was very helpful for the Board to appoint the two remaining members of the committee soon after the annual meeting. The committee was well balanced in terms of gender, diversity, area of archaeological practice, and stage of professional career. We started out meeting by Zoom several times to get to know each other, and for the committee members to come up to speed with responsibilities of the positions up for election in 2021. It helped tremendously that I has just cycled off the Board. We looked at the current Board and tried to figure out what areas ideally should be augmented (again in terms of gender, diversity, area of practice, geographic representation, etc.), and President Nichols also communicated some thoughts to the chair. I provided the committee with information that Ricky gave me, including the current board composition, lists of past board members and officers, lists of names that Ricky contacted, etc. Many of the names suggested by committee members were already involved as SAA committee and task force chairs who did not want to step down from chairing those groups, wanted to take a break after they completed their SAA committee service, or were serving or about to serve on the boards of other organizations (e.g., SHA and SBA). We also reviewed membership and volunteer history of potential prospects, as we felt that this was an indication of a person’s commitment to the SAA (but this was not a starting point). As with Ricky’s committee, it took time to develop a process where we came to trust each
other and feel assured that our discussions were confidential.

4. Once we developed deep, ranked lists of potential names for each position, we divvied up the positions and names of those each of us would feel comfortable reaching out to. It was an even distribution, and the chair and the committee worked hard to recruit for the slate. Our lists were developed by consensus, and I can really say that our discussions were thoughtful and respectful. Everyone’s voice was heard. I am happy to talk with the incoming chair to discuss how we came up with our ranked lists for positions, how we decided who would contact which prospects, and how the lists evolved as the slate began to be populated.

5. Achieving diversity in all areas was an agreed-upon focus of the committee, and as with the previous committee, we looked at race, gender, gender identity, sexual orientation, research specialty, research region, and age and experience, as well as community of practice. As with Ricky’s committee, we looked for candidates who, in addition to being SAA members, had leadership experience in like organizations, including ACRA, SHA, RPA, SBA, and other organizations. We also tapped into our professional networks, which was very successful. We also intensively reached out to identify Black, Indigenous, and people of color who were qualified. While it is very difficult at this time to recruit Black candidates (primarily because they are involved with other organizations such as SHA and SBA), we urge each successive committee to continue to do the same. But we are satisfied that the slate we came up with is actually quite diverse. For president-elect, it is challenging, because qualified individuals for the position come from the pool of past directors or officers. As future boards continue to be more diverse, so will the pool of candidates for that position. It was important to us to increase gender equity on the board, and we were deliberate about that, but perhaps we could have been more so. This is dependent, however, on many factors.

It was a difficult slate to complete given that we had to find willing, qualified candidates to agree to run for the two officer positions (president-elect and secretary-elect), as all candidates wanted to know about the amount of work all of the positions entailed. Being able to describe position duties and workload was a concern for almost everyone we talked to. No one who eventually was listed on the slate had any illusions about what it might entail. One place the incoming chair might look for names is from the people who are working with the Board on the current “strategic planning” design process.

2. Executive summary of Committee’s/Task Force’s activities over the past year:

*Please note that the activities summary should not exceed 250 words. Should the committee or task force be responding to a Board request for a draft document or report, refer to it in the summary and forwarded with this form as an attachment. If no such document was requested by the Board, the executive summary should be confined to the word limit. [See above]*

3. Items for Board Consideration, if applicable. These are recommendations and requests that specifically require Board approval.

*These items range from statements that you may wish to be disseminated, requests to undertake projects, requests to disseminate results, or any other action for which a committee or task force needs specific Board guidance/approval. Please do not embed such items in your activities summary. These items must be separately listed in this section. These are actions you are asking the Board of Directors to take. Please also include a discussion of fiscal impacts, if any, but note that budget requests occur in advance of the Fall Board meeting (and not as part of this report).*
Should you have questions about whether any of your Committee’s items require Board approval, please consult with your Board Liaison prior to submitting your report. We also recommend that you run a draft of your report by your liaison before you “officially” submit it.

1. We strongly recommend that the Board not take the previous chair’s recommendation to not routinely elect an immediate past officer to chair the nominating committee. Given the intensive activity and pressures on the Board since the Albuquerque meeting, so much has changed so rapidly that even an officer from five years ago would not be able to convey a sense of the current officer and board experience accurately. Concerns were raised by Ricky that the next slate of candidates is more likely to be skewed toward that Officer’s own network. With the 2022 committee, this couldn’t have been further from the truth. Each committee member brought his or her networks to the table, and the final slate reflected this. If the committee operates as it should, it should be able to benefit from the committee chair’s recent experience as an officer while still taking advantage of the diverse networks of the committee members. Each committee member needs to find his/her own voice, and one of the things that the chair can do is encourage this.

2. When committee members and prospective candidates asked about needed skills and qualifications for each position, we had to scramble to look at the brief mentions of this in the Bylaws. We also consulted the Board Commitment Form (we discussed this with each prospective candidate) and relied on the chair’s recent past experience as an officer who worked with a changing cohort of officers and directors. In a few instances, as with the president-elect prospects, we encouraged them to talk to the presidents currently in office. We join the previous committee in requesting that job descriptions be developed that the committee can use when recruiting candidates. These descriptions should be developed by the Board, speaking with current and past position holders. Serving as an officer or director of the SAA requires a lot, and we need people who are willing and able to make the time and put in the effort. We always told prospective candidates that this was a challenging but critical time to serve the Society, and that it was an opportunity to make a real difference if you went into it expecting to work hard.

4. Draft motions, if appropriate. (Optional)

Drafting a suggested motion or motions for any requests noted above will help the Board more clearly understand your request and increase the “fit” between the request you make and corresponding Board action. Please keep in mind that suggested motions may be revised or not accepted by the Board, whose responsibility it is to consider the full range of member needs. If you choose to include suggested motion(s) with your report, it is essential that you work with your liaison before you submit your report. They will be able to provide examples of motions that you can use as models for the ones you create.

If you need me to draft motion(s), just ask.