



## AASLH Committee Handbook

Winter 2026

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## 1. Mission, Vision, Values, and Goals of AASLH

### **Mission:**

As the nation's premier history organization, AASLH provides leadership, resources, and advocacy to help the history community thrive and tell a shared history in which everyone belongs

**Vision:** History organizations everywhere will prosper, tell everyone's story, and be central to important conversations in their communities. As a result, the public will use critical thinking and emotional intelligence skills to actively engage with and address contemporary issues and to value history for its relevance to modern life.

### **Values:**

- We believe a complete, shared history advances progress toward a more just society.
- We build and maintain networks. AASLH serves as a central hub for the history community, connecting organizations and practitioners to one another.
- We are curious. AASLH creates opportunities for thinking critically about questions and challenges facing the field.
- We are enthusiastic, supportive collaborators. AASLH welcomes opportunities to work with others.
- We embrace challenges. AASLH aims to find the best solutions, even if they are unconventional.

### **Goals:**

- Build and support a more inclusive and equitable history community that represents and serves all people.
- Advocate for the field and help practitioners and institutions advocate for themselves at the national, state, and local levels.
- Connect the history community and its allies to field-wide questions and each other.
- Advance history practice by providing comprehensive professional development resources for practitioners at all career stages and organizational levels.
- Provide resources, support, and advocacy to serve the unique needs of small and volunteer-run history institutions.

## 2. Role of the Committees

AASLH has four types of committees with varying levels of responsibilities. A list of committees with charter statements are listed below in this document.

- a. **Standing Committees:** The [AASLH bylaws](#) specify eight standing committees of the Association (committee descriptions are on pages 11-13 of the bylaws). Committee members serve a two-year term renewable for another two years. Terms begin on October 1. After the second term is completed, the committee member must step down for at least one full year before rejoining the committee. Committee members may accept the role of chair and start a new two- or four-year term as chair without taking a one-year break.

- b. **Other Committees:** Some committees exist that are neither standing committees, affinity committees, nor task forces. These committees perform services for AASLH and advise Council and staff on specific subject areas. Committee members serve a two-year term renewable for another two years. Terms begin on October 1. After the second term is completed, the committee member must step down for at least one full year before rejoining the committee. Committee members may accept the role of chair and start a new two- or four-year term as chair without taking a one-year break.
- c. **Affinity Community Committees:** These committees represent specific portions of the AASLH membership. Committee members work with and advise their AASLH staff liaison on the development of programs and services for the group. Depending upon his/her own interest and time availability, a committee member may agree to chair or work on a special project that the committee chooses to undertake. Committee members serve a two-year term renewable for another two years. Terms begin on October 1. After the second term is completed, the committee member must step down for at least one full year before rejoining the committee. Committee members may accept the role of chair and start a new two- or four-year term as chair without taking a one-year break. During their term(s), they will assist the committee chair with the goals and activities of the group, as determined by the Affinity Group Committee.
- d. **Task Forces and Ad Hoc Committees:** These committees are created by AASLH staff or Council for a specific goal and for a specific defined time-period that may vary from AASLH's standing and affinity committee terms. Task Forces and Ad Hoc committees may request to become affinity committees when their specific charges are complete.
- e. **Committee Charter:** Each committee is required to have a charter statement. The charter will be included in the committee member job description document (Appendix A) and follow a template provided by AASLH staff. It will also be placed on the AASLH website.

### 3. Role of Committee Chairs

The committee chair (or co-chairs) sets the tone for the committee and its work by:

#### **Goals and Initiatives**

- Considering how the committee can help meet AASLH's [Strategic Framework goals](#)
- Working with committee and staff liaison to develop annual goals for committee.
- Actively seeking opportunities for collaborations that benefit the community and raise the committee's national profile.

#### **Committee Meetings:**

- Scheduling and leading committee meetings monthly to quarterly; an in-person meeting each year may be held at the AASLH annual meeting.
- Meeting with staff liaison to set agenda for each conference call meeting and distributes agenda to committee members at least one week in advance of meetings.
- Ensuring that minutes of committee meetings and records of community activities are kept and made available to committee members and AASLH staff. This role can also be fulfilled by

appointing a committee secretary or asking for a volunteer or appointing someone at the start of each meeting.

#### **Committee Recruitment & Nominations:**

- Working with committee members, AASLH staff, and the Leadership Nominating Committee to recruit new members as people rotate off the committee, including securing a suitable replacement for committee chair as term nears completion.
- Identifying secretary and vice chair to help with maintaining minutes, communication, and succession planning.

#### **Representation**

- Working with staff liaison to review and update committee charter on the AASLH website.
- Reporting community activities June 1<sup>st</sup> to AASLH Council via staff liaison.
- Working with staff liaison to connect the committee with other AASLH committees when appropriate for collaboration and consultation.
- Attending or appointing a representative to attend committee chairs meeting at Annual Meeting and any additional committee chair meetings throughout the year.
- If possible, attending any community events during the conference. Travel costs and other expenses including conference registration are paid by the chair. Other travel during the year is generally not expected.

#### **4. Role of AASLH Staff**

Each committee is assigned a staff liaison to support and advise the committee. They also provide regular updates on AASLH programs and initiatives. Responsibilities include:

- Meeting with the committee chair to set meeting agenda.
- Assisting with scheduling meetings as needed.
- Reporting to the committee about AASLH events and strategic plans.
- Seeking feedback from the committee about relevant AASLH programs and services.
- Helps connect the committee with other AASLH committees when appropriate for collaboration and consultation.
- Reporting committee activities to CEO and Council.
- Keeping committee roster up to date.
- Ensuring that committee webpages are current.
- Maintaining committee information in AASLH's Association Management System.

#### **5. Role of Committee Members**

Committee members work with and advise the AASLH staff liaison on the development of programs and services. Depending upon their own interest and time availability, a committee member may agree to chair or work on a special project that the committee chooses to undertake. During their term(s), they will assist the committee chair with the goals and activities of the group.

#### **Responsibilities**

- Meet with the committee a minimum of four times per year; one in-person meeting may be held each year at the AASLH annual meeting.
- Submit agenda items to chair for calls and other meetings of issues relevant to the committee.
- Carry out the projects and other work of the committee, as directed by the chair.
- Provide feedback and information to AASLH about current issues and research related to the committee's focus.
- Suggest volunteers from community to serve on AASLH Council or AASLH committees.

## 6. Nomination Process

Committees should discuss prospective committee members in summer (for terms beginning October 1). Committees submit names for prospective members to their staff liaison by August 1. The Committee Chair should reach out to the individual to confirm they are willing to serve prior to officially submitting their name for consideration.

The staff liaison will submit the names to the President and CEO and Chair of AASLH Council. The final approval for all committee appointments lies with the Chair of AASLH Council. They may also add individuals to committees at their discretion.

Following approval by the Chair of Council, the AASLH staff liaison will send an official welcome to new committee members confirming their participation and outlining expectations. The staff liaison will also send thank you letters on behalf of AASLH to members with committee terms ending. By October 31, the staff liaison will update the committee rosters and website pages with current committee member lists.

## 7. Committee Yearly Calendar

AASLH operates on a July 1-June 30 fiscal year, but committee terms start October 1 and expire on September 30 coordinating the committee year with the annual conferences traditionally held in September. Most of the committees meet at least quarterly with the exception of the Audit Committee, Host Committee, and Program Committee.

- **October-November** – Committee terms begin on October 1. Committees welcome new members and set quarterly meeting schedule. Start planning session proposals for next annual conferences. Start planning committee's yearly goals. Make recommendations for members of Council and Leadership Nominating Committee.
- **December** – Submit annual meeting session proposals
- **January** – Committee chair and staff liaison review committee charter and finalize committee goals.
- **February** – Submit report of committee activities to Council
- **March** – Review goals and submit any requests for funding to AASLH.
- **April** – Submit any additional programming for the annual conferences (committee meetings, meals, happy hours, tours, etc.)
- **May-June** – Finalize all plans for annual onsite and online conferences.
- **July** – Prepare a list of recommendations for new committee members. This includes putting out a public call if desired.

- **August** – Submit final list of recommendations for new committee members to staff liaison for review by CEO and Council Chair. Staff liaison will send formal letters to new committee members and thank you notes to retiring members.
- **September** – Conduct annual meeting activities including committee meeting if desired.

### **Committee Chairs Meetings**

Committee Chair meetings will be held quarterly and arranged by AASLH. They will be held before the 15<sup>th</sup> of the months of October, January, April, and July.

## **8. Committee Meetings and Finances**

The committee chair is responsible for scheduling meetings. Committees are encouraged to schedule all their meetings for the year at the beginning of the calendar year to improve attendance. It is easier for new members to get involved if they know when you'll be meeting in advance. Meetings should be held at least quarterly if not monthly. Minutes of meetings should be submitted to your staff liaison following each meeting.

AASLH staff prepares a budget each spring for Council to review at their June meeting. Most committees do not have a line item in the budget as their activities are covered by program areas such as the annual conferences or professional development. If your committee will require specific funding, work closely with your staff liaison to submit a proposed budget for review in April. Committees will be informed in June if their request is approved or not.

## **9. Communication, Social Media, and Virtual Events**

### **Communication**

AASLH communicates with members through the weekly newsletter Dispatch, direct emails to the database, and AASLH News in *History News*. AASLH also sends a monthly email to the Council for State Museum Associations (COSMA) with news items they can share with their members.

Most committee communication will be conducted via email or AASLH's Basecamp. Committees are also strongly encouraged to communicate directly to AASLH members through Google Groups (if available), Dispatch and the AASLH Blog. Committee members can also send information to their contacts or organizations not covered by the COSMA list. For more information, contact your committee's staff liaison.

### **Social Media**

AASLH prefers that committees communicate with interested colleagues through the Google Groups.

### **Virtual Events**

If your committee would like to organize a webinar, small group discussion, closed meeting/training, or a history hour, please complete the "Virtual Program Proposal Form." (See below.) You will be contacted within two weeks of your submission by a member of the AASLH

Professional Development team. Be sure to notify your AASLH staff contact when organizing a virtual event and prior to completing the form.

History Hours are held on the fourth Tuesday of the month at 2 pm EASTERN. Small group discussions, webinars, closed trainings or meetings, and happy hours should be scheduled with the Professional Development team.

You will be asked to provide 3 dates that work for ALL speakers involved to schedule the program. AASLH Professional Development staff will select the date that works best with the current program schedule. The earliest date choice must be at least 45 days after the submission date.

*Virtual Program Proposal Form:* <https://www.surveymonkey.com/r/W897XH8>

#### 10. **List of Committees with Charters**

A list of current committee members is located on the AASLH website at <https://aaslh.org/about/committees/>.

#### **Standing Committees**

**Audit:** The Council Chair shall appoint an Audit Committee of three members who do not serve on Council, one of whom shall be appointed chair. Neither the chair nor any members of the Audit Committee shall serve on the Finance Committee. All actions of the Audit Committee shall be reported to the Council; Council must accept the annual audit from the auditor. The responsibilities of the Audit Committee shall be:

- to select an independent certified public accountant to conduct the annual audit of the Association's external financial statements,
- to review the annual audit,
- to review systems of internal controls and oversee compliance by management of applicable policies and procedures, and
- to make reports and recommendations to the Council regarding the audit and other related matters

**National Awards:** The responsibilities of the Awards Committee shall be:

- to conduct the Association's awards program by soliciting and evaluating nominations for awards that recognize excellence at the local and state levels, and
- to make awards according to standards recommended by the committee and established by the Council.
- When an Award of Distinction is proposed, the Awards Committee shall forward its recommendation to the Council for approval.

**Diversity, Equity, Accessibility, and Inclusion:** The responsibilities of the Diversity, Equity, Accessibility, and Inclusion Committee Diversity and Inclusion Committee shall be:

- to advise, teach and advocate for the acceptance of all voices and views including but not limited to those that represent race, ethnicity, national origin, culture, disability, gender identity, and sexual orientation, and other protected characteristics in the Association's policies, programs, management, and governance;

- to engage the Association with a more inclusive audience by initiating new collaborations and partnerships reflective of current issues and trends about diversity and inclusion;
- to advise the Association's Council, committees and staff to ensure that the Association advocates and practices diversity and inclusion; and
- to sponsor and coordinate related activities and educational programs.

**Finance:** The Finance Committee shall meet prior to and prepare financial reports for each Council meeting. All actions of the Finance Committee shall be reported to the Council. The Treasurer shall chair the Finance Committee. Neither the chair nor any members of the Finance Committee shall serve on the Audit Committee. The responsibilities of the Finance Committee shall be:

- to review and approve all budgets and financial reports of the Association;
- to advise the Council on significant financial matters and decisions;
- to monitor the administration, collection and disbursement of the financial resources of the Association; and
- to make financial reports and recommendations to the Council.

**Governance:** The responsibilities of the Governance Committee shall be:

- to continually evaluate the effectiveness of the Council and its policies and procedures to ensure they are consistent with the Association's Articles of Incorporation, Bylaws and Standards of Council Conduct;
- to evaluate the need and plans for the continuing education of Council members; and
- to develop and provide, in collaboration with the Leadership Nominating Committee, the resources for identifying, recruiting, educating, cultivating, utilizing, and monitoring the leadership of a high-functioning national organization that models best practices for its members and the field.
- The Vice Chair shall serve as a voting member of the Governance Committee

**Investment:** . The responsibility of the Investment Committee shall be to review and recommend, for approval by the Council, policies and strategies for investment of the Association's endowment funds and any other funds that the Council may designate. The Investment Committee shall meet quarterly and report all actions to the Council on the performance of the investment accounts. Because of specialized expertise and long-term guidance required for successful investment management, Investment Committee members shall not be subject to the term limits that apply to other committees. The Treasurer shall serve as a member of, but shall not chair, the Investment Committee.

**Leadership Nominating:** The responsibilities of the Leadership Nominating Committee shall be to recruit, review and nominate future members of both the Council and the Leadership Nominating Committee to meet the current and anticipated needs of the Association and ensure a diverse and qualified leadership. The Leadership Nominating Committee shall include 10 voting members: nine members who are elected by the membership on a staggered basis, with three members elected by the membership each year, along with the chair of the Governance Committee. The Council Chair and the President/CEO of the Association shall serve

as ex-officio, non-voting members. In the year prior to the Vice Chair's assumption of the Chair role, the Vice Chair also shall serve as an ex-officio, non-voting member. Members of the Leadership Nominating Committee shall be elected for one three-year term.

**Standards and Ethics:** The responsibilities of the Standards and Ethics Committee shall be:

- to review and recommend standards and related guidelines for the operation of and ethical considerations associated with historical organizations as well as for the Association;
- to oversee the Standards and Excellence Program for History Organizations (StEPs); and
- to recommend standards, related guidelines, and ethical statements related to such matters for adoption by the Council

### **Affinity Committees**

**Educators and Interpreters:** AASLH's Educators & Interpreters Community addresses the needs of educators and interpreters in history museums and history organizations as they seek to increase appreciation of community history. The Educators and Interpreters Community is committed to helping paid and unpaid history professionals create quality educational programming and experiences. By promoting best practices, sharing resources, and providing opportunities to network, the community creates a foundation upon which all professionals can build and grow as they explore museum and informal learning, educational theory, and interpretive techniques.

**Emerging History Professionals:** The AASLH Emerging History Professionals (EHP) Affinity Community supports, connects, and unites the newest generation of state and local history practitioners.

**Field Services Alliance:** The Field Services Alliance (FSA) is an organized group of individuals, offices, and agencies that provide training, guidance, and other forms of assistance to local historical societies, archives, libraries, and museums in their respective states or regions. The Field Services Alliance exists to create a forum to share information, provide mutual support and collegiality, and promote scholarship among those who, on a statewide or regional level, offer educational services to local historical organizations and other who practice history.

**Historic House Museums:** AASLH's Historic House Museum Committee provides advice and direction for the development of programs and services that benefit historic house museums; and to ensure that AASLH's programs and services for these organizations are high quality, address identified needs of the membership, and reflect current issues and thinking in the field.

**Military History:** Military history is an important subset of the history field. The AASLH Military History Committee provides advice and direction for the development of programs and services that benefit U.S. history institutions with a military focus as well as museums/historic sites with military items in their collections. The Military History Community is made up of a dedicated network of professionals committed to providing the best resources for those interested in the care of military artifacts and interpretation of military history at their sites. Almost every history organization in the country has some affiliation with or attachment to military history. We are here to help ensure that AASLH's programs and services for these organizations are high quality, address identified needs of the membership, and reflect current issues and thinking in the field.

**Small Museums:** The Small Museums Community assists America's small museums in their

endeavors, helping to make them stronger and more responsive to their communities. The Committee encourages small museums to share successful strategies in workshops and national meetings and demonstrate what the field can learn from small museums. Through its programming and initiatives, AASLH plans to strengthen the small museum, an important steward of local and national history.

**Women’s History:** The Women’s History Affinity Community is comprised of those who are interested in presenting and encouraging accurate, compelling, diverse, and often controversial women’s history. The affinity community encourages thoughtful scholarship, curriculum, interpretive content, public and educational programs, and shares best practices and strategies for including women’s history in sites and locations of all sizes. The group also strives to encourage and promote women’s leadership in the museum and historical fields.

### **Task Forces and Ad Hoc Committees**

**250<sup>th</sup> Anniversary Coordinating Committee:** AASLH has organized a coordinating committee to facilitate communication and coordination among national stakeholders as preparations for the Semiquincentennial continue.

**Annual Meeting Host Committee:** This committee serves a dual purpose. The first purpose is to work with AASLH to further the field of state and local history through supporting the educational efforts of the Annual Meeting. The second purpose is to work closely with AASLH staff to ensure the success of the Annual Meeting.

**Annual Meeting Program Committee:** This committee develops the content for sessions and workshops that relate to the theme developed by AASLH staff, Program, and Host chairs. Travel to one Program Committee meeting is required.

**Emeritus Council:** Created in 2015, this group is a means to keep the AASLH Council and staff in closer communication with individuals who know the association, its needs, and its history well. The Emeritus Council consists of all those who have served on the AASLH Council and currently includes about 150 people. From time to time the AASLH President & CEO and Council seek advice and service from members of the Emeritus Council; for example, with AASLH’s awards, bylaw revisions, advocacy, and strategic planning.

**History in Our Parks:** The purpose of the History in Our Parks Task Force is to identify the unique needs and challenges of parks and recreation agencies that care for historic and cultural resources while operating within a system that is not geared towards heritage preservation. In doing this, the task force seeks to gather data on the number of parks and recreation agencies (municipal, county, and others) that care for historic and cultural resources (museums, historic sites, collections, archeological sites, cemeteries, landscapes, etc.), initiate an assessment of their needs and challenges, and explore how AASLH can help through networking, training, and collaborative efforts with other organizations.

### **Other Committees**

**Climate and Sustainability:** The purpose of the Climate Sustainability Committee is to survey current and needed practice to make recommendations to the AASLH Council on how to support and guide the field as it incorporates environmental sustainability and climate work, internally and externally, to reflect standards of responsible stewardship.

**Editorial Advisory Board:** The Editorial Advisory Board aids in the publication of books in the AASLH series with [Rowman & Littlefield Press](#). The committee is charged to seek out and review

proposals for the AASLH series of books, to think critically about the needs of the field, and to bring to the committee any new, interesting, and/or innovative research for possible publication. The committee meets quarterly via conference call to review proposals and reader reports, make recommendations on publications, and brainstorm possible book ideas.

**Nomenclature:** The Nomenclature Committee serves to promote Nomenclature, to assist with its adoption, and to maintain and develop Nomenclature to ensure that it remains responsive to the needs of the profession. The [Nomenclature website](http://www.nomenclature.info) (www.nomenclature.info) offers the most up-to-date version of the Nomenclature standard, as well as a user guide, terminology submission forms, and other helpful resources. Terminology is available in both English and French.

## 11. AASLH Staff Information

All AASLH staff can be reached by calling 615-320-3203. Email addresses and committee assignments are below.

**Matt Arthur**, Professional Development Manager, [arthur@aslh.org](mailto:arthur@aslh.org)  
Diversity, Equity, Accessibility, and Inclusion  
Field Services Alliance

**Aja Bain**, Director of Programs and Publications, [abain@aslh.org](mailto:abain@aslh.org)  
Editorial Advisory Board  
Educators and Interpreters  
National Awards  
Nomenclature

**John Dichtl**, President and CEO, [dichtl@aslh.org](mailto:dichtl@aslh.org)  
Audit  
Emeritus Council  
Finance  
Governance  
Investment  
Leadership Nominating  
State Historical Administrators Meeting (SHAM)

**Bethany Hawkins**, Executive Vice President and Chief of Operations, [hawkins@aslh.org](mailto:hawkins@aslh.org)  
Annual Meeting Host  
Annual Meeting Program  
Gender Discrimination and Sexual Harassment  
Historic House

**John Marks**, Vice President of Research and Engagement, [marks@aslh.org](mailto:marks@aslh.org)  
History in Our Parks  
Standards and Ethics

**Rebecca Mendez**, Professional Development Manager, [mendez@aaahl.org](mailto:mendez@aaahl.org)  
Small Museums

**Eric Morse**, Director of Marketing and Membership, [morse@aaahl.org](mailto:morse@aaahl.org)  
Climate and Sustainability  
Membership Committee

**Rey Regenstreif-Harms**, Senior Manager, Membership and Development,  
[regenstreif-harms@aaahl.org](mailto:regenstreif-harms@aaahl.org)  
Military History

**Madeleine Rosenberg**, Director of Research and Strategic Initiatives, [rosenberg@aaahl.org](mailto:rosenberg@aaahl.org)  
250<sup>th</sup> Anniversary Coordinating Committee

**Becky Schoenbachler**, Professional Development Coordinator, [schoenbachler@aaahl.org](mailto:schoenbachler@aaahl.org)  
National Awards  
Women's History

**Appendix A**  
**American Association for State and Local History**  
**[Name of Committee]**  
**Job Description for Committee Members**  
*Template April 2021*

**Committee Charter:**

[Insert charter for committee]

**Committee member's job description:**

Committee members work with and advise the AASLH staff liaison on the development of programs and services for the group. Depending upon his/her own interest and time availability, a committee member may agree to chair or work on a special project that the committee chooses to undertake. Committee members serve a two-year term renewable for another two years. After the second term is completed, the committee member must step down for at least one full year before rejoining the committee. During their term(s), they will assist the committee chair with the goals and activities of the group, as determined by the Affinity Group Committee.

**Activities of the committee:**

[Updated each January with annual goals.]

**Committee Requirements**

- **Committee meets four to six times per year—one meeting is held each year at the AASLH annual meeting, the rest are held via conference call.**
- Time required for committee meetings is approximately one hour per meeting (4-6 hours per year). Additional time may be required for work on special projects.
- Committee members are asked but not required to attend the committee meeting and group event held at the AASLH annual meeting each year. Other travel is generally not required.
- Committee members pay their travel costs and registration fee if they choose to attend the AASLH annual meeting.

**Committee Requirements**

**Estimated number of committee meetings per year:** Committee meets four to six times per year—one meeting is held each year at the AASLH annual meeting, the rest are held via Microsoft Teams.

**Estimated time commitment required:** Time required for committee meetings is approximately one hour per meeting (4-6 hours per year). Additional time may be required for work on special projects.

**Amount of travel required:** Committee members are asked but not required to attend the committee meeting and group event held at the AASLH annual meeting each year. Other travel is generally not required.

**Expenses required:** Committee members are asked to pay their travel costs and registration fee if they choose to attend the AASLH annual meeting.

**AASLH staff liaison to the committee:** [Insert staff contact information.]

## **Appendix B**

### **Starting a Committee**

#### **Scope**

This policy applies to all standing, ad hoc, and affinity committees established by the Council or staff leadership of the Association.

#### **Timing**

Although proposals can be submitted at any time, it is preferred that they be received by May 31. This allows for a streamlined sequence of events in the review process.

#### **1. Proposal**

Anyone interested in proposing a committee for AASLH should contact a staff member to start the process. The staff member will ask the interested person to submit a proposal that can be evaluated by the AASLH Leadership Team and, if it is to become a standing committee of the organization, approved by the AASLH Council. If they do not know a member of the AASLH staff, they can send an email to [info@aslh.org](mailto:info@aslh.org) to start the process.

The proposal will include the following information:

- **Statement of Purpose:** What is the committee's purpose and how does it align with the association's current strategic goals and priorities?
- **Background:** How has AASLH served this sector of membership before? Has there already been a committee that was sunsetted? What is the argument for starting or restarting this work through the organization of a committee vs. other means?
- **Who Is the Audience?:** Who would be served by this committee? Make the case for why this group should be served by a formal committee at this time.
- **Suggested Committee Members:** The proposal should include the names of other individuals ready to serve on a committee to show a level of interest among the AASLH membership and/or history field. They should agree to actively participate in regularly scheduled committee meetings and support its work. Committee members should also be willing to serve on the committee for the duration of the term for the type of committee that is being created.

#### **2. AASLH Leadership Team Review**

The staff member will submit the proposal to the AASLH Leadership Team for discussion. The Leadership Team will evaluate the proposal considering current and future AASLH projects and goals, staff workflow, and member needs.

The Leadership Team will decide:

- to forward the proposal to AASLH Council for approval or
- to not accept the proposal.

The process could take up to three or four months depending on the AASLH Council meeting schedule.

### 3. Menu of Services for Committees

AASLH offers three levels of service for committees. New committee proposals should indicate which they are proposing as a starting place. It can change during the life of the committee.

<b>Monitoring Service</b> This is for groups with little interaction with AASLH staff (i.e. Nomenclature).	<b>Basic Service</b> This is the level of service for most AASLH committees.	<b>Expanded Service</b> Provided to full-service groups for which a very active group of members is fully committed to maintaining the group as a benefit to members. (i.e. Small Museums and Historic House Museums).
<p>AASLH staff liaison:</p> <ul style="list-style-type: none"> <li>• Helps with committee appointments and attend any formal meetings.</li> <li>• Posts information posted on Committees page on the AASLH website.</li> <li>• Helps find space for blog posts or other communication written and submitted to staff liaison by committee members.</li> </ul>	<p>AASLH staff liaison:</p> <ul style="list-style-type: none"> <li>• Works with chair of group and AASLH Chair and President to appoint members to the group's committee.</li> <li>• Works with Committee Chair to set goals for the year.</li> <li>• Attends all committee meetings to speak about AASLH news and gather feedback from committee members.</li> <li>• Ensures that minutes of committee meetings and records of group activities are kept and made available to committee members and members of the group.</li> <li>• Provides leadership to the group and committee to ensure that high-quality services meet the needs of both AASLH and the</li> </ul>	<p>AASLH staff liaison:</p> <ul style="list-style-type: none"> <li>• Ensures that all of the work listed in the Basic Level box (to left) is carried out.</li> <li>• Provides ongoing leadership to the group and committee to develop services as listed below.</li> <li>• Advocates for the needs of the group at regional/national level.</li> <li>• Actively seeks opportunities for partnerships/collaborations that benefit the group and raise its national profile.</li> <li>• Leads them in developing special professional development opportunities such as a Virtual Summit.</li> <li>• Works with AASLH President and COO to identify funding opportunities for programs and services that the group/committee would like to develop.</li> </ul>

	<p>membership and reflect current issues and thinking in the field.</p> <ul style="list-style-type: none"> <li>• Actively seeks opportunities to link the group's programs and services with other services/initiatives of AASLH.</li> <li>• Posts information on Committees page on the AASLH website.</li> <li>• Collects and edits blog posts or other communication written and submitted by committee members.</li> </ul>	
<p>Resources Provided:</p> <ul style="list-style-type: none"> <li>• Listing on AASLH website</li> <li>• Space on AASLH blog and Dispatch</li> </ul>	<p>Resources Provided:</p> <ul style="list-style-type: none"> <li>• Zoom or Teams for committee meetings</li> <li>• Assistance with scheduling meetings and building agendas</li> <li>• Space at Annual Conference for a ticketed meal function or free History Happy Hour meet up</li> <li>• Annual History Hour session on a first come, first serve basis</li> <li>• Listing on AASLH website</li> <li>• Space on AASLH blog and Dispatch</li> </ul>	<p>Resources Provided:</p> <ul style="list-style-type: none"> <li>• Opportunities to provide professional development programs for webinars or Virtual Summit</li> <li>• Possible funding for programming</li> <li>• Zoom or Teams for committee meetings</li> <li>• Assistance with scheduling meetings and building agendas</li> <li>• Space at Annual Conference for a ticketed meal function or free History Happy Hour meet up</li> <li>• Annual History Hour session on a first come, first serve basis</li> <li>• Listing on AASLH website</li> </ul>

		<ul style="list-style-type: none"><li>• Space on AASLH blog and Dispatch</li></ul>
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#### **4. Present to AASLH Council**

If the Leadership Team approves the committee proposal, it will be submitted to AASLH Council for final approval. Council may have suggestions for changes and committee members. When approved, the committee members will be notified by the staff liaison (appointed by the AASLH President and CEO) who will also work with them to schedule their first meeting.

## **Appendix C**

### **Sunsetting a Committee**

#### **Purpose**

To ensure committees of the association remain effective, mission-aligned, and relevant, this policy provides guidelines for the regular review and orderly sunsetting (disbanding) of committees that have completed their purpose or become unsustainable due to low activity or participation.

#### **Scope**

This policy applies to all standing, ad hoc, and affinity committees established by the Council or staff leadership of the Association.

#### **1. Review and Evaluation**

Each committee will be evaluated annually in the second quarter of the calendar year by its assigned staff liaison. The staff liaison will complete a written assessment and submit a report to the President & CEO by **May 15** of each year.

The evaluation will consider the following criteria:

- **Relevance:** Is the committee's purpose still aligned with the association's current strategic goals and priorities?
- **Completion of Charge:** Has the committee fulfilled its original purpose or completed its assigned tasks?
- **Member Engagement:** Are committee members actively participating and regularly attending meetings?
- **Impact:** Are the committee's outputs, recommendations, or activities meaningful and utilized by the association?
- **Redundancy:** Does the committee's work duplicate the efforts of another group, committee, or staff function?

#### **2. Triggers for Sunset Review**

Committees will be considered for sunsetting if any or all of the following triggers are noted in the review/evaluation process:

- **Inactivity:** The committee has not met, produced work, or communicated progress for more than 12 months.
- **Fulfilled Purpose:** The committee has successfully completed its original goals or objectives.
- **Misalignment:** The committee's current work no longer aligns with the association's strategic priorities, mission, or organizational structure.
- **Redundancy:** Another committee, staff function, or organizational process can more effectively fulfill the committee's role or responsibilities.

- **Lack of Engagement:** The committee is consistently difficult to staff or maintain due to low interest or participation from the membership.

### **3. Sunsetting Process**

- The staff liaison or Committee Chair submits a sunset recommendation to the President and CEO who will then present it to Council, or the President and CEO presents his own recommendation to Council.
- The recommendation should include:
  - A summary of the committee's original purpose.
  - A report on its activity and contributions within the last 12 months.
  - Justification for sunsetting.
  - The AASLH Council reviews and votes to approve the recommendation.
- Staff notify Committee members in writing with:
  - A summary of their contributions.
  - Recognition and thanks for their service.
  - Options for continued involvement in other association activities.

### **4. Document Retention and Legacy**

Upon sunset:

- Key documents, reports, and outputs are archived by staff according to the AASLH Records Retention Policy.
- Lessons learned or tools developed are shared with relevant stakeholders.
- Any remaining responsibilities are reassigned to appropriate groups or staff.

### **5. Reinstatement**

A sunset committee may be re-established if a new need arises, with new leadership and a revised charge and timeline approved by the appropriate authority.