



DOCUMENTING GOVERNMENT

PROMOTING HISTORY

SECURING RIGHTS

Our mission and vision:

The Council of State Archivists provides leadership to strengthen and support state and territorial archives leaders and staff in their work to preserve and provide access to government records.

Have you considered volunteering with CoSA?

CoSA has [many opportunities](#) for our community to be a part of the work that we do toward our mission. As we continue the work set out in [our current strategic plan](#), CoSA seeks to be a relevant, inclusive, and collaborative organization through responsive action on behalf of its members, but that means **we need your voices in our work**.

Over the next year, we will be implementing a newly approved committee governance policy designed to encourage greater participation in leadership and committee work. We are also investigating clearer methods for our community members to express interest in volunteering and leadership positions to reduce the barriers that may be in place to engaging in our mission. Questions? info@statearchivists.org

Current CoSA Committees

CoSA Board of Directors

The Board serves as the official governance body of CoSA with the directors elected from the membership. The Board is between 5 to 9 members, and individuals serve three-year terms. CoSA recommends service on another committee or project prior to service on the Board. Meets monthly with additional work via email.

Advocacy Committee

Advances needs of members to stakeholders and the public by acting as a clearinghouse for information, participating in policy and funding discussions, developing advocacy and awareness messages, and working in partnership with counterparts in allied organizations. Meets monthly with additional work via email.

Awards Committee

Assists with program promotion; reviews and selects award recipients; assists with award presentations and related recognition activities. Most work completed asynchronously via email.

Development Committee

Contributes to CoSA's fundraising by providing advice and assistance to the CoSA Development Coordinator; nourish and foster positive relationships with current and potential corporate sponsors; generates new and fresh fundraising ideas. Meets quarterly or as needed.

Education & Training Committee

Plans and coordinates webinars, including serving as or securing moderators; coordinates monthly conversations for state archivists and state archives staff; generates ideas and overarching plan for the education and training goals for CoSA; sustains monitors and assesses existing programs making them responsive to current needs; and initiates and guides program evaluations. Meets monthly.

Finance Committee

Reviews and monitors CoSA's monthly budget, financial, and investment reports; drafts and approves the annual budget for recommendation to the Board; and reviews annual audit and responds to audit recommendations. Consists of the Secretary-Treasurer (chair), one Director, and one non-director appointed by the President. The President, Vice President / President-Elect, and Executive Director shall all serve as ex officio members. Meets monthly.

Inclusion, Diversity, Equity, and Access (IDEA) Committee

CoSA's newest committee, formed to ensure that CoSA is inclusive, equitable, and accessible to our members and partners, and to provide guidance and best practices for CoSA members in supporting diversity and cultural competency in their institution's programs and services. Membership consists of members at-large as well as liaisons from other committees. Meets monthly.

Nominating Committee

Formed annually and appointed by the Board, consisting of no more than 2 members of the Board of Directors and at least one at-large member from the membership. They solicit nominations for the board for presentation to the membership for elections at the annual meeting each year.

Archives and Records Management (ARM) Survey Committee (formed every 2 years)

Oversees the review, editing, and release of the biennial ARM survey; encourages peer completion of the survey; helps with review and promotion of the report.

Are you interested in joining a SERI subcommittee?

The CoSA community can also support our mission through volunteering on a SERI subcommittee. These groups have specific plans and tasks that make the SERI program so productive, increasing the reach and value of the work.

SERI Advocacy and Outreach

- Highlights and promotes the work and advancements of individual state electronic records programs.
- Develops and promotes Twitter, and social media generally, campaigns around specific events, dates, and products around electronic records.
- Continue to enhance and promote Electronic Records Day (October 10).

For more information, contact Co-Chairs

Cathrine Giles cathrine.giles@ky.gov

Josh Hager joshua.hager@ncdcr.gov

SERI Education and Programming

We work to facilitate the sharing of advice and assistance on electronic record topics. Our major projects include:

- Putting on monthly SERI webinars
- Creating training material, such as our digital preservation video series
- Reaching out to electronic records communities to see how we can best support them

If you're interested, please contact Co-Chairs

Gwen Amsbury gwen.AMSBURY@sos.oregon.gov

Kathryn Baringer kathryn.baringer@maryland.gov

SERI Tools and Resources

Develop best practices, models, and standards related to information governance, digital preservation, digital processing workflows, and other aspects of archival practices to assist CoSA's community in navigating the government information management decision-making process.

Develop governance, and provide oversight and management of the [CoSA Resource Center](#); utilize the Resource Center to highlight the best tools and resources.

For more information, please contact Co-Chair

Josh Hackel JHackel@ILSOS.GOV