

**The 2008
Procedures Manual of
The Southwest Oral History Association**

Drafted January 3, 2007
Revised April 16, 2007
Revised August 11, 2007
Revised January 6, 2007
Revised January 26, 2008

Introduction

The *2008 SOHA Procedures Manual* represents the understanding of recent and current SOHA Board Members and Committee Members. We undertook this documentation after many years of passing procedures by word-of-mouth, from one generation of volunteers to the next. The purpose of the *Manual* is to facilitate the activities of SOHA and to orient new volunteers. We intend the *Manual* as a living document, which the immediate Past President will update every summer. SOHA welcomes new initiatives and innovations.

Contents

Governance

Board of Directors — Election and Terms	2
Nominating Committee	3
Board of Directors — Duties	3
President	3
Past President	3
First Vice-President / Conference Chair	4
Second Vice-President / Membership Chair	4
Treasurer	4
Secretary	4
State Representative	5
Student Representative	5
Finances	6
Executive Assistant	6
Communications	6

Awards, Grants, and Scholarships

Presentation of Awards	7
Mink Award	7
Service Awards	7
K-12 Teachers Classroom Achievement in Oral History	7

National History Day Awards	7
Grants-in-Aid and Scholarships	8
Eva Tulene Watt First Peoples Scholarship	9
Emergency Program Scholarships	10

News, Publicity, and Outreach

Newsletter	10
Website	11

Annual Conference

Conference Overview	12
Conference Committee	12
Site Selection and Local Arrangements	12
Budget and Financial Procedures	13
Conference Program	14
Silent Auction and Raffle	15
Conference Publicity and Registration	15

Governance

Board of Directors — Election and Terms

The Board of Directors consists of the SOHA President, Past President, First-Vice President (Conference Chair), Second Vice-President (Membership Chair), Secretary, Treasurer, four Members-at-Large, and a Student Representative. The President serves a one-year term, then serves another year on the Board as Past President. The First Vice-President becomes President the next year, unless a majority of the Board of Directors objects and the Nominating Committee (see below) presents new candidates for election at the Annual Business Meeting (see below). The Second Vice-President, Secretary, and Treasurer serve two-year terms. The four Members-at-Large, one each from Arizona, California, New Mexico, and Nevada, serve three-year terms. (The term will change to two-years beginning in April 2008.) The terms overlap, so that there are always experienced and new people serving together. All positions are renewable. If a member of the Board resigns, a replacement will be recruited by the Board of Directors to finish the term.

Upon election, Directors read the SOHA Constitution, Bylaws, Procedures Manual, and Timeline.

Directors attend three Board Meetings each year and the Annual Business Meeting, barring emergencies. The Summer and Winter Board Meetings are typically located so as to minimize travel expenses and to share the burden of travel among Directors. The Spring Board Meeting and the Business Meeting are held at during the SOHA conference. SOHA reimburses Board of Directors members for basic travel expenses for the Summer and Winter meetings. Airfares are reimbursed at the rate of two-week advance tickets. Local Directors customarily lodge visiting Directors for the Summer and Winter meetings, when overnight stays are warranted. Directors pay their own travel expenses to the Spring conference. The Board of Directors may invite a chairperson of a SOHA

committee (see below) to attend a Board Meeting, in which case SOHA offers travel expenses as for Directors.

At this time SOHA has no provisions for Directors who are unable to travel, to correspond by e-mail, or to communicate by telephone. SOHA invites practical solutions to these limitations.

Nominating Committee

The President recruits a Nominating Committee chair to serve a one-year term. The chair is a Past President, typically the immediate Past President, selected by the Board of Directors at the Spring Board Meeting. The Nominating Committee chair recruits two more members, to make a three-person committee.

In the Summer and Winter newsletters, the Nominating Committee seeks candidates for Board positions that will be vacated at the Annual Business Meeting in the Spring. The Nominating Committee may also seek additional candidates and, indeed, must seek candidates if none come forward. No member of the Nominating Committee member shall be proposed as a candidate. The Nominating Committee regularly confers with the SOHA President on their progress, reporting to the President once a month starting in January.

The President introduces the candidates at the Annual Business Meeting and gives each an opportunity to speak. Members vote on the slate of candidates by show of hands.

Board of Directors — Duties

In addition to specific duties listed below, SOHA Directors assist as needed during Board Meetings and the Conference. For example, it is customary for a Director to host a Board of Directors Meeting in his or her city, and other local Directors often contribute to the lunch. Conference Committee Members may reasonably request a Director to attend a session with a small audience, count money following the auction, seat late-comers in a nearly full lecture room, substitute for an absent moderator, or join an under-attended tour workshop, if there is no great inconvenience to the Director. Directors seek opportunities to welcome newcomers and develop professional relationships among SOHA members, for example, by dispersing themselves among tables at SOHA conference meals. In the questions-and-answer period following a conference presentation, if other audience members do not come forward, Directors in attendance initiate the conversation with the presenter.

President

The President holds SOHA to its mission, oversees the business of the organization, preserves valuable SOHA traditions, and proposes or evaluates initiatives to adapt SOHA to professional developments and cultural changes. Inasmuch as the Board of Directors is comprised of volunteers and functions largely as a consensus group, the President always seeks counsel of other Directors for significant decisions. Courtesy and fair-mindedness are paramount in conducting SOHA business.

The President's oversight responsibilities include timely review of: the SOHA on-line bank statement, at least quarterly; drafts of minutes of meetings, promptly after submission by the Secretary; newsletter articles, for range and content, prior to publication; the conference program, for scope and balance. The President is an ex-officio member of all committees, except the Nominating Committee. Unless the President requests to be excluded, copies of all SOHA committee correspondence, including e-mails, are sent to the president. The President may also pass ex-officio status for a particular committee to the First Vice-President in the President's stead.

The President contributes a column to every newsletter, usually officiates at the Awards Banquet, greets conference visitors of note, and sends thank you notes for large donations or favors to SOHA.

Past President

The immediate Past President serves as an advisor to the President and Vice-President, chairs the Mink Award Committee, and often chairs the Nominating Committee. The Past President contributes

a summary of his or her term of office to the Summer Newsletter. At the Summer Board Meeting, the Past President reviews and updates the SOHA Procedures Manual, in consultation with the other Directors.

He or she is urged to continue unfinished projects that do not interfere with the prerogatives of new officers.

First Vice-President / Conference Chair

The annual conference is the primary responsibility of the First Vice-President. (See Annual Conference below.) The First Vice-President also serves as emergency substitute for the President in all duties and as regular consultant for the President.

Second Vice-President / Membership Chair

The Membership Chair is responsible for maintaining up-to-date records on membership status, and for producing and distributing the annual membership directory. The membership records are kept on the Membership Chair's computer in a Microsoft Word document, so they can easily be passed on to the next Membership Chair. Significantly updated records are also sent to the President for safe storage at the SOHA electronic back-up site.

In January, the Membership Chair sends out letters advising members of the impending expiration of their membership. In February, the Chair sends out a reminder. In both these communications, the Membership Chair inquires whether the member wishes to participate in any of the SOHA committees or activities (listing them by name) *and follows up on any positive responses* within two weeks. Non-paying members are carried for a year before they are dropped from the membership directory.

Members receive discounts on the conference registration fee. For institutional memberships, one individual receives the conference discount. The Membership Chair coordinates with the conference Registrar on appropriate fees for registrants.

The Membership Chair compiles the annual Membership Directory. The SOHA Constitution, Bylaws, Past Presidents, Board of Directors, past award winners, and lifetime members are all listed in the Membership Directory. The Chair sends a draft of the directory to least two other members for proofreading. The Chair makes necessary corrections, supervises the printing of the directory, affixes labels, and distributes copies.

At the annual Business Meeting, the Membership Chair advises on any changes in membership dues.

Treasurer

The Treasurer [Description of duties pending.]

Secretary

In general, the Secretary takes the minutes for regularly scheduled Board Meetings, any emergency Board Meetings by teleconference, and the annual Business Meeting. The Secretary submits the minutes to the Directors for correction, and provides the corrected Minutes for the subsequent meeting. The Secretary holds a supply of SOHA letterhead, printing more as needed, and distributes letterhead to Directors as requested. Thank you notes and miscellaneous correspondence are the responsibility of the Secretary.

A rough chronology of tasks follows:

January. There is usually a Board Meeting in January in which the Directors finalize plans for the Spring conference. The secretary takes notes and transcribes them to be disseminated to other Board Members by e-mail, hopefully within two weeks. Corrections from the members can come in by e-mail and approval also can take place by e-mail. Action items are specially noted in the minutes, either at the end or in bold type. By e-mail, ask two weeks ahead of the Board Meeting whether Directors need SOHA stationery and distribute the stationery as needed.

February and March. The Secretary is on the alert for requests for letters from the Conference Committee.

April Annual conference and meeting usually take place in April (or late March or early May). The Spring meeting of the Board of Directors is usually held on the Thursday evening before the Friday – Sunday conference. Copies of minutes from the last meeting are distributed to Directors. The Secretary checks on progress on the action items from the prior meeting and reports the outcome in the current minutes. If a majority of the Directors has not voted on the minutes via e-mail, the minutes must be approved at the meeting.

Copies of the minutes from the previous Annual Business Meeting are distributed to SOHA members at the current Business Meeting. The members are given five to ten minutes to read the minutes. Then the minutes are accepted or amended. New Directors are elected at the Annual Business Meeting. Both the outgoing and the incoming (candidate) Secretary take notes and combine their notes to create the minutes of the Business Meeting. The incoming Secretary is responsible for the official version of the minutes. The incoming Secretary sends the minutes to the Directors, within two weeks, if possible. E-mail communications are used for corrections and Board approval of the minutes.

May, June, and July. This period is almost a hiatus for the secretary. The Conference Chair may ask the Secretary's help in sending post-conference thank you notes.

August. The Secretary distributes minutes from both the Spring Board Meeting and the Annual Business Meeting to Directors at the Summer Board Meeting, for amendment and approval if not previously approved by e-mail. The Secretary prepares minutes for the Summer Board Meeting and submits them to the Directors for correction and amendment, hopefully within two weeks.

September, October, November, and December. The Secretary responds to requests from the Directors for special correspondence, such as thank you notes and sympathy cards.

State Representative

The State Representative chairs a local committee to sponsor or co-sponsor at least one local oral history activity, such as a workshop, lecture, tea, or book signing. For outreach, the State Representative contacts local colleges to inquire about oral history programs and research in such departments as History, Anthropology, Ethnic Studies, Women's Studies, and Gerontology; contacts local historical societies and local cultural institutions; requests articles for the SOHA Newsletter on local oral history projects; seeks panel submissions for the SOHA conference; and promotes the SOHA conference.

In addition, the State Representative serves on one SOHA committee. (See below).

Student Representative

This position requires the candidate to be enrolled as a graduate or undergraduate student at a university, college, community college or technical school at the time of appointment to the Board and for at least one of the two academic semesters in which he or she serves on the Board. The candidate must demonstrate prior knowledge of oral history practice.

The primary responsibilities of the Student Representative are advocacy of student needs at meetings of the Board of Directors and the Annual Business Meeting, recruitment of student members to SOHA, and encouragement of student participation in the annual conference. To these ends, the Student Representative has a nonvoting, advisory position on the Grants-in-Aid and Scholarship Committee and assists the Conference Chair in recruiting a Student Conference Coordinator for the Conference Committee.

The Student Representative contributes a student-oriented column to each issue of the SOHA Newsletter and introduces student scholarship winners at the conference Awards Ceremony.

For the Student Representative who fulfills the primary responsibilities above, SOHA provides waiver of conference fees and up to \$500 of basic travel expenses to the SOHA conference.

Finances

The fiscal year runs from July 1 through June 30.

Requests for funding are submitted to the Treasurer on the SOHA Check Request Form, accompanied by original invoices. The form may be submitted by e-mail first and followed up by invoices. The Treasurer is responsible for contacting (by telephone or e-mail) the SOHA officers within two business days to obtain approval for amounts over \$250.

SOHA officers and committee members shall not advance more than \$250 in personal funds or guarantee such payments without prior approval from the Board of Directors.

Bank signature cards and signing authority. The Treasurer brings new bank signature cards to the conference. The newly elected President and relevant officers sign the signature cards after the election. The executive officers have signing authority for SOHA checks. The President and First Vice-President have access to the on-line banking code, for oversight. All checks are signed by the Treasurer, President, or First Vice-President. The President and First Vice-President each review the on-line bank statement at least once a quarter.

Out-of-pocket expenses. SOHA Directors and committee members ordinarily cover small out-of-pocket expenses, such as bills for SOHA telephone calls, postage for a few letters, occasional office supplies, copies of documents for Board Meetings, and small gifts, lunch for Board Meetings, for a total contribution of under \$100 for the year, in 2007. (The Treasurer cannot reasonably monitor and recompense many small expenditures.) SOHA reimburses modest travel expenses for the Summer and Winter Board of Directors Meetings and special project costs. Directors on limited budgets may report burdensome out-of-pocket expenses to the President, in consultation with the Treasurer, for probable compensation.

Executive Assistant

The Executive Assistant fulfills tasks assigned by the President. In addition, the Executive Assistant: sets up the three Board of Directors meetings; monitors the (attached) SOHA Timeline, sending timely reminders to SOHA committee members; provides SOHA records and contact information as needed by SOHA committee members.

Communications

E-mail: The subject line in all e-mail correspondence begins with “SOHA” to facilitate filing. In e-mail exchanges, when the topic of correspondence changes, the subject line changes to indicate the contents. All committees copy all e-mail correspondence to the President unless the President requests exclusion. Conference Committee members copy all e-mail correspondence to the Conference Chair unless the Chair requests exclusion. Members of the same committee copy committee correspondence to all committee members unless they request exclusion.

Post: SOHA officers keep on hand a small stock of SOHA stationery for formal letters and thank you notes. The Executive Assistant re-supplies the officers and provides SOHA stationery to committee members for committee business upon request.

Telephone: The President and First Vice-President may request a telephone conference call for an emergency decision by the Board of Directors.

Awards, Grants, and Scholarships

Presentation of Awards

Most awards are presented at a conference Awards Ceremony, typically after a meal whose price is including in the conference registration or during a plenary session. History Day Awards are typically presented at local ceremonies. The Conference Committee may include the local winner of the History Day Award in the conferences Awards Ceremony.

Mink Award

The Mink Award is named for James V. Mink, an early oral history pioneer. It recognizes an important body of oral history work done in ~~and~~ or about the Southwest.

The Past President is Chair of the Mink Award Committee. The Chair recruits two other members, and they seek an oral historian worthy of the honor who is not a previous recipient. In the Summer newsletters, SOHA members are invited to nominate a Mind Awardee.

The Chair notifies the winner by December or January and invites the winner to the next conference. The winner's registration fee is waived and, if there is financial hardship, SOHA funds may be allocated to defray travel expenses.

SOHA presents the winner with a certificate of the Mink Award and the same token gift presented to the Service Award recipient.

Service Award

The Service Award is given for long-term or extraordinary service to SOHA. Often it is given to a Past President. Up to three SOHA members may receive the Service Award. Current members of the Board of Directors are excluded. Past recipients are listed in the back of the membership directory. After an interval of three years, a past recipient may again receive a Service Award.

The President recruits a Service Award Chair. The Chair may choose two additional committee members or request the President to recruit them. All serve two-year terms. The Service Awards Chair contacts and seeks recommendations from Directors.

The Chair notifies the winner(s) ahead of time, in hope they will be present at the conference. At the Conference Awards Ceremony the winner receives a certificate and a gift chosen by the Chair.

K-12 Teacher Classroom Achievement in Oral History

These annual awards will honor the individuals and/or projects in the states of Arizona, California, Nevada and New Mexico that best represent the exemplary use of oral history as an educational methodology at elementary and secondary levels. Two outstanding educators/projects will be picked for special recognition for outstanding achievement: one from the elementary level (K-6) and one from secondary (7-12). Winners will receive: An honorific award - SOHA Oral History Educator of the Year (Elementary or Secondary), one year complimentary membership in SOHA, an invitation to the annual SOHA meeting (registration fee waived), and an invitation to present the project/program at the annual meeting. Teachers attending the conference will receive certificates of professional development hours for recertification for all sessions attended.

National History Day Awards

Every state in the SOHA region has a National History Day program for middle and high school students. This program is independent of SOHA or any other oral history group, but SOHA rewards these youths' accomplishments with a \$100 prize for best use of oral history in a National History Day project. The award is given to one individual or group project in each of the four SOHA states.

It is the duty of the State Representatives to contact the State Coordinator of National History Day in their state. They pledge to sponsor the \$100.00 award and make arrangements with the Coordinator to send payment.

The selection of the winner is done at the state competition by a special award judge. The winners are announced at the awards ceremony following the competition. The State Representative should contact the National History Day Coordinator within a month to gather information on the winning student. The State Representative then writes a short article about the winner in his/her state to be published in the next issue of the SOHA newsletter.

Grants-in-Aid and Scholarships

SOHA Directors and Committee Chairs are *not* eligible for grants or scholarships. By majority vote of the Officers and Past President, exceptions may be made for conference scholarships for the Student Representative and State Representatives. The 2007 call for applications follows.

Mini-grants and Scholarships Available from the Southwest Oral History Association

The Southwest Oral History Association will award up to three mini-grants totaling \$1000. Funds may be used for interviewing, equipment, transcription, editing, publishing, and other oral history related expenses. Students, teachers, and independent researchers, historical societies, museums, and non-profits are encouraged to apply to conduct research on the Southwest. First consideration is given to community-based projects concerning Arizona, New Mexico, Nevada, and California, the states within the SOHA region. There is no application form. Please submit the following:

A Cover Letter: Submit a one-page cover letter including name, address, telephone number and email of applicant. If an organization is applying, include the same as above. Include brief background history on applicant.

1. **Concise description of Oral History Project:** Include the title of the project, background on development, need for topic, planned number of interviews, expected length and depth, oral historians' names and oral history experience, archiving plans, possible presentation plans, and project timetable. Maximum of three double-spaced pages.
2. **A Budget for the project:** Include amount requested and other sources of funding.
3. **One letter of recommendation.**
4. **Submission by mail should include three copies.**

A general scholarship is also available. SOHA will award a scholarship to a deserving oral historian to attend the annual conference which will be held in Fullerton, CA in April of 2007. Funding will include a cash award of up to \$250 toward hotel and travel expenses along with conference registration, Awards Luncheon, and one workshop. Students, teachers, independent oral historians and individuals associated with nonprofit organizations are encouraged to apply.

The application letter should include a statement of the applicant's financial need; an indication of the level of financial support, if any, that is offered by the applicant's institution or employer; and a paragraph explaining how the scholarship will advance the applicant's goals in the field of oral history. Please also include a resume and provide names and phone numbers of two professional or academic references.

The recipient will be expected to attend the entire conference and write a brief article highlighting some important experiences from the conference for possible publication in the SOHA newsletter.

Applicants should live or work in the area that SOHA serves: Arizona, New Mexico, Nevada, or Southern California.

Deadline: January 20, 2007
The Committee prefers electronic submissions to
sstephenson@fullerton.edu
jean.reynolds@ci.chandler.az.us

Committee chair will send a return receipt, so applicants will know that the application has been received.

If email is not possible, submit to SOHA
Attn: Your Address

Committee Members: Chair, Mary Melcher, Jean Reynolds, and Shirley Stephenson

Eva Tulene Watt First Peoples' Scholarship for Indigenous North Americans/American Indians

This scholarship encourages and assists indigenous oral history practitioners to attend and participate in the annual SOHA conference. Priority is given to practitioners who participate in the conference program. The conference registration fee is waived, and travel expenses are reimbursed through the Eva Tulene First Peoples Scholarship Fund up to an amount of \$500. The funds are drawn from the scholarship line in the SOHA budget. Books are purchased to give to scholarship winners.

The SOHA President recruits a chair for this committee. The chair recruits other members, or people may volunteer. The 2007 call for applications follows:

Eva Tulene Watt First Peoples' Scholarship for Indigenous North Americans/American Indians

Deadline: February 25, 2008

SOHA will award two scholarships to Native Americans who are practicing oral historians or those with a serious interest in oral history to attend the annual conference to be held at the Fiesta Inn, in Tempe, AZ, April 18-20, 2008. Funding will include a cash award of \$500. The award is to be used towards hotel, travel and food expenses incurred to attend the conference. In addition, SOHA will donate conference registration, one workshop, the awards luncheon, a reception, and Sunday breakfast. Native American students, teachers, independent oral historians and individuals associated with nonprofit organizations are encouraged to apply.

The application letter should include a paragraph explaining how the scholarship will advance the applicant's goals in the field of oral history and work done in oral history, if any. Please also provide names and phone numbers of two references.

The recipient will attend the entire conference and write a brief article highlighting one or two presentations from the conference for possible publication in the SOHA newsletter.

Preference will be given to Native Americans who live or work in the area that SOHA serves: Arizona, New Mexico, Nevada or Southern California. Native Americans who live in Northern California or who have done oral history work in the SOHA region will also be considered.

Submissions should be sent via e-mail or mailed to

Sarah Moorhead
250 E. Hackamore St.
Mesa, AZ 85201
sarahmoorhead@yahoo.com

For questions, e-mail or call Sarah Moorhead at 480-962-6227.

The committee will send a return receipt so applicants know that the application has been received. Committee members are Melanie Sturgeon, Tracy Smith Falk, Danette Turner, and Sarah Moorhead. The decision will be made by March 10, so that applicants may make reservations at the conference hotel.

Emergency Program Scholarships

One thousand dollars is budgeted to add ethnic, socio-economic, or thematic diversity to conference programs, including panels, paper presentations, workshops and tours. The President and Chair of the Program Committee together decide when to use it.

SOHA News and Publicity

Newsletter

The SOHA Newsletter is published three times a year. The Winter issue is distributed in October or November; the Spring issue in March; and the Summer issue in June or July. Hard copies are currently (in 2007) distributed by postal service; future newsletters may be distributed to some or all members electronically. The basic newsletter team consists of the editor, the graphic designer, and the producer. Four Regional Reporters, various members of the Board of Directors, and SOHA committee chairs are also responsible for contributions at various times.

The **Editor** solicits and edits articles. He or she sends the complete collection to the President for review, to another SOHA member for proofreading, and oversees lay out and production. The editor serves a two-year term.

The **graphic designer** is responsible for the layout of the newsletter. If the Editor cannot locate a volunteer designer, she may offer a \$50 stipend per newsletter. The designer serves a two-year term.

The **production person** locates a cost-effective printer, has the newsletter printed, obtains an electronic address list from the Membership Chair sends, prints and affixes the labels, and mails out the newsletters. Production is a two-year term of service.

The four **Regional Reporters**, one from each SOHA state, contribute feature articles on state projects and compile announcements.

Customary content categories follow:

Every Issue

SOHA mission statement
Membership form
SOHA web site address
President's column
Newsletter due dates and contact information
Editorial, layout, and production credits
Listings (Board of Directors list and Committee Chair list)
Call for articles
Book reviews
Website reviews
Welcome to new members
Meet the Board of Directors biographical statements (until all are introduced)
General articles
Article by Conference Program Chair, either about the past or upcoming conference.
Block advertisements

Winter Issue

Promotion of annual conference (call for papers/presentations, info about the site, hotel reservations)
Mini-grant winners
Regional news articles

Spring Issue

Promotion of SOHA annual conference
Call for raffle/silent auction items
Nominating committee call for positions
Mink Award committee call for nominations
Announcement of mini-grant award winners (if selected)

Summer Issue

Call for papers/presentations
Report on SOHA annual meeting/conference
Thank you to auction donors
Mink awardee speech

SOHA Website

[Description of duties pending.]

The website coordinator is a paid, hourly position. The coordinator designs the website, subject to approval by the Board of Directors, and updates the website at least once per quarter.

Under password protection, the website serves as an electronic repository for SOHA business documents, including updated membership lists from the Second Vice-President, financial records from the Treasurer, and minutes from the Secretary. The President, First Vice-President, and web master hold the passwords, which the President and First Vice-President may change as needed. All other Directors and Committee Chairs should forward appropriate electronic documents to the President for posting.

Annual Conference

Conference Overview

Date and location of conference. Traditionally the conference is held in the period from late March to early May. When possible, the conference dates are chosen so as not to overlap with conference dates of related associations, Easter, or Passover. (Members with other religious observances in the Spring are invited to notify the SOHA First Vice-President.) Ideally, the conference location alternates between Southern California, where the majority of members reside, and the other three SOHA states, rotating among Arizona, New Mexico, and Nevada. However, special occasions and the availability of conference sites may also influence the choice.

Outline of conference schedule. Traditionally the conference runs through a weekend from Friday morning to midday on Sunday. Here is a typical schedule:

Thursday after dinner: Board of Directors Meeting
Friday morning and afternoon: workshops and tours
Friday evening: reception and possibly a special event
Friday afternoon and Saturday: raffle and auction
Saturday morning and afternoon: panel presentations
Saturday luncheon or dinner: Awards Ceremony
Sunday morning, 8:00 a.m. - 9:00 a.m., Annual Business Meeting
Sunday morning later: panel presentations
Sunday afternoon: adjourn, or possibly a special event

Size of conference: at this time (2007), approximately 80 conference attendees who pay full registration fees.

Conference Committee

The First Vice-President is the Chair of the Conference Committee, unless opposed by the majority of the Board of Directors. In that case, the Board of Directors must recruit, and approve by majority vote, a Conference Committee Chair. The Chair recruits other members to serve on the Committee, seeking diversity insofar as possible. If volunteers come forward, their information is forwarded to the Chair. The period of service is limited to the year leading up to the conference.

The Conference Committee consists of: **First Vice-President/Conference Chair, Local Arrangements Director, Program Director** (for Panels, Workshops and Tours), **Auction and Raffle Director, Student Conference Coordinator** (position held by a local student), and **Registrar**. The Program Director assembles a Program Committee. Conference Committee members may fill more than one position. The Student Conference Coordinator duties may encompass a variety of tasks according to the desires of the committee and student. As a member of the Program Committee the SCC may make suggestions, give advice, plan sessions or events, or perform duties on an as needed basis. For coordination of the various conference activities, the Chair should be copied on all e-mail communications concerning the conference.

The Program Committee stays in close communication with the First Vice-President/Conference Chair. The First Vice-President/Conference Chair telephones the President at least once a month and forwards to the President significant e-mail messages.

Site Selection and Local Arrangements

The Conference Chair oversees the Local Arrangements Committee (often identical). Members serve for one year; the Committees are dissolved after the conference. Local arrangements include

negotiating hotel and meeting room rates, setting up tours and reception, choosing menus, and scouting ground transportation from nearby airports.

Site. The Board of Directors chooses a city and state for the conference. Because the majority of SOHA members live in California, ideally, the conference is held in Southern California every other year, and, in alternate years, the site rotates among Arizona, Nevada and New Mexico. However, site availability and special occasions may affect this schedule.

The Local Arrangements Committee proposes specific dates, local conference sites, and hotel accommodations for approval by the Board of Directors. When the First Vice-President/Conference Chair resides outside of the conference area, the initiative lies almost entirely with the Site Committee. In such cases, the Local Arrangements Committee communicates frequently with the First Vice-President/Conference Chair, who relays the information to the Board of Directors.

A conference hotel is chosen based on cost (\$110 in 2007), quality of sleeping rooms, grounds, facilities for sessions, accessibility, activities around the site, location for reception, airport and public transportation, and parking fees at the hotel. An affordable historic hotel is desirable, or a hotel close to a historical society, university, or other venue where the conference events take place. SOHA provides a roommate service through advance conference registration.

Meals and snacks. Hotels sometimes require a hefty minimum catering budget as part of the conference deal. The Arrangements Committee weighs this minimum against the cost of outside meals for conference attendees.

The Awards Banquet may be held at lunch or dinner, but lunch is much less expensive. In the past, the Awards Banquet has been included in the registration, but this decision is examined every year based on cost.

Discussion-topic tables may be established and led by oral history experts. For example, Mink awardees may talk about their work, joined by table members who want to discuss that area. At minimum, members of the Board of Directors sit at different tables to provide a welcoming touch and mix with the members.

Traditionally SOHA has provided regular and decaffeinated coffee, snacks for mid-morning breaks between workshops, and sometimes snacks on Saturday. A continental breakfast or something heartier has sometimes been offered on Sunday morning. Costs continue to be an issue, and the unhealthy snacks that hotels usually serve may be disagreeable to conference participants.

Conference Budget and Financial Procedures

The Conference Committee submits a preliminary budget at the Summer meeting of the Board of Directors and a final budget at the Winter meeting. At this time (2007), a realistic estimate of conference income presumes 80 attendees paying an average of \$95 each.

Expense reimbursement requests. The amended bylaws (August 2006) require that any expenditure over \$250 be approved in advance by the officers (Article III (D) (3)). Therefore, all annual meeting expenses over \$250, including publicity, site fees, room rentals, equipment rentals, meals & refreshments, and speaker/performer honoraria, must be submitted to the Board of Directors for prior approval. Neither the Chair of the Conference Committee nor any member may obligate the association to any expenses over \$250 without prior approval from the Board of Directors.

Expense requests are submitted in writing on the SOHA Check Request Form to the Treasurer and accompanied by original invoices. For expediency, the form may be sent first by e-mail, and then the hard copy and accompanying invoices posted by mail or Federal Express. The Treasurer shall contact the Board of Directors by the most efficient means available to obtain approval and relay the committee's decision to the chair. To the extent practicable, expense requests are submitted by the Chair. Any other Conference Committee member submitting an expense request shall simultaneously send a copy to the Chair.

Registration fees for the conference and related workshops, programs, tours, and events shall be approved by the Board of Directors before the registration form is published and distributed.

Before ordering **promotional items**, such as totes, banners, and table favors, the Conference Committee considers the value of these items in promoting the mission of SOHA. For example, their cost may be weighed against scholarships for additional attendees.

The purpose of these procedures and recommendations is to support the work of the Conference Committee and to guarantee that the association's funds are handled in a responsible and open manner.

Conference Program

Recruitment of conference presenters. The Program Director announces the call for papers on the SOHA web site, on the Oral History Association listserv and web site, in the SOHA Newsletter, in letters sent to the SOHA membership list, and in notices to history and anthropology departments. To fulfill SOHA's mission, the Program Committee may also recruit presentations from the less populated SOHA states of New Mexico and Nevada; from among "para-oral-historians," such as journalists, teachers, or playwrights working from interview material, who would not ordinarily present at an oral history conference; from underrepresented ethnic, racial, or socioeconomic groups; and from Native American groups because of their indigenous tradition of oral history.

Notification of presenters. The Program Director notifies applicants of the Program Committee decisions by Thanksgiving. Program presenters are requested to attend the entire program, or at the very least one entire day. In this way presenters remain available to conference attendees, show courtesy to fellow presenters, and develop the oral history community. The Program Committee assigns to each presenter a time slot, closer to the conference, and the Program Director notifies presenters at least one month prior to the conference. (Usually there is some filling of gaps before the program is complete.) This can be done by email, but participants must confirm receiving the email. If they do not confirm, the Program Committee must follow up with telephone calls to make sure the information was received.

Moderators. If a group submits a panel proposal, they often suggest a moderator. If not, the Program Committee recruits a moderator—one with some expertise on the subject, if possible. This requires thoughtful overview on the part of the Program Committee and knowledge of experts in various oral history areas. Past Presidents and past Mink Award recipients are often suitable as moderators.

Many oral historians cannot obtain institutional funding to attend the conference unless they participate. Moderating a panel suffices, so careful distribution of the moderator positions enables more people to attend. Also, the prestige of moderators brings registrants who respect their level of critical thinking.

The Program Director sends copies of panel submissions and participant contact information to the Moderators. Ideally, the moderators receive copies of the paper presentations a week before the conference, but in SOHA this may or may not happen.

President's session. The SOHA president may choose to organize a special session, according to his or her interests. If so, the Program Committee assigns a time slot for this session.

Workshops run from two to seven hours. The Program Committee decides which workshops to offer and recruits leaders. SOHA always offers an all-day introductory workshop and two or three full or half-day advanced workshops. Sometimes there is a Saturday morning workshop for teachers, which is included in their registration fee. Workshop leaders are offered an honorarium (\$150 in 2007), but often they choose to support SOHA by declining payment.

Tours. If interesting sites are nearby and logistics prove favorable, the Program Committee and Site Committee together choose to arrange tours. The profitability of tours varies greatly, and sometimes they lose money. So tours are offered at the conference committee's discretion.

Scheduling of sessions. Sessions usually run ninety minutes. Panels on similar topics are spread throughout the conference schedule instead of opposing each other in the same time period. Efficient use of expensive equipment required by some presenters may also dictate schedule.

The conference may well begin and end with plenary sessions on provocative topics that stimulate discourse and networking. Scheduling many presenters for Sunday keeps attendees at the conference to the end. Consult with the previous Conference Chair about costs and benefits of scheduling various numbers of simultaneous sessions.

Silent Auction and Raffle

Funds raised at the silent auction and raffle are dedicated to scholarships and mini-grants, as disbursed by the Grants-in-Aid and Scholarships Committee.

The Auction and Raffle Director

- Requests donations from SOHA members in February newsletter,
- Seeks through the Local Arrangements Committee an address to which donations can be sent in advance of the conference,
- Requests donations from businesses at least six weeks before conference
- Recruits volunteers/committee members to sell raffle tickets and staff tables between sessions,
- Sets up tables on the morning of the auction and raffle,
- Collects money from high bidders, and
- Writes thank you letters to donors after auction.

The Auction and Raffle Director might request donations from local restaurants or museums for meals or tickets that raffle winners can redeem while in the conference city.

Brown paper lunch bags or boxes can be used to hold raffle tickets for each item. The bag is numbered, and the same number is written on a slip of paper that describes the item and the donor. Each donor puts his or her name on the back of each paper describing the item and his or her address on one, so a proper thank you note can be written.

The auction and raffle close Saturday after the last afternoon session, before the evening event. The Auction and Raffle Director collects money then. If the high bidder has left already, and failed to arrange for someone else to pay and take the prize, the second highest bidder wins and pays for the item.

Money is collected at a separate table, ideally with one person for the raffle and two for the auction. The raffle money is kept separate from the auction money, to minimize confusion. If no other change is available, bills may be taken out of the raffle money, but a note of the amount must be deposited with the raffle money. The Treasurer and another SOHA Director count the money at the end of each day. The money is then passed to the Treasurer as soon as practicable.

Items that nobody bids on are returned to the donor. Donors must return before conference is over to pick them up. Items are not returned due to the cost and time involved in mailing them.

The Auction and Raffle Director writes a thank you letter to each donor of a raffle and silent auction item. Often one person gives several items, so there are many fewer letters than items. Although a personal note is nice, a form letter is adequate. Donors can use the letters as evidence of their donations for tax purposes, as SOHA is a 501© 3 nonprofit corporation.

The Auction and Raffle Director may call upon SOHA officers and other members for assistance.

Conference Publicity and Registration

The conference is promoted through the web, program mailings, newsletter, and listservs. Ideally, press releases are sent out to local newspapers. On-line, mail-in, and on-site registration payments are supervised by the Treasurer.

The Program Director is responsible for program layout, printing, and mailing to registrants. At least twenty programs are sent out to each major oral history program in the SOHA region. The program is also posted on the SOHA website. Any changes in schedule between the preliminary

mailing and the conference are made on a finalized version of the program, which is included in registration packets at the conference. A participant list is also included in the packet.

The Conference Committee may choose conference colors, depending on the state and theme of conference. The hard-copy call for papers and the program are printed in the same color.

Registration. The Treasurer sets up registration tables in coordination with the Conference Chair. Two clerks staff the registration table at all times—one handling the money, the other distributing registration packets. The Second Vice-President/Membership Chair provides a current membership list, so that registration clerks can check membership status when they collect registrants' fees. The Treasurer provides a list of those who have already paid their registration fees.

Attendees may pay SOHA membership fees on-site and register as members. New Members may be given name tabs that identify them so SOHA members make them feel welcome.

The SOHA Procedures Manual was prepared by Teresa Bergen on January 3, 2007, updated on April 16, 2007, revised by Sarah Moorhead on August 11, 2007, revised by Jean Maria Arrigo on January 5, 2007, and formatted by Emilee Hunter on January 31, 2008. Input for the manual was additionally provided by Karen Harper, Sherna Gluck, Tracy Smith Falk, Joyce Marshall, Mary Melcher, Melanie Sturgeon, Claytee White, Ruth Levor, and Susan Uyemura.