

OHA Council & Committee Responsibilities

Leadership

OHA is led by a group of volunteers who serve as officers, council members, and committee members. OHA has four officers elected for four-year terms: President, Vice President/President Elect, First Vice President, and Past President. Each year, the Past President rotates off and a new First Vice President is elected. OHA has a council composed of the officers and five council members who also serve a three-year term. Each year, one or two council members rotate off service and new council members are elected. This process allows both continuity and fresh ideas.

Committees

The Committee on Committees fills all committee positions and works with the President to provide charges. The charge and current roster for all committees should be completed by the Annual Meeting in October and sent to the committee chair and Executive Office so the website can be updated. OHA standing committees are the Advocacy Committee, Committee on Committees, Diversity Committee, Development Committee, the Education Committee, Emerging Professionals Committee, Finance Committee, International Committee, Membership Committee, Public Programming Committee, and the Publications Committee. Single purpose committees are the Nominating Committee, Scholarship Committee, and award committees. There are also Caucuses (the Archives Caucus, Indigenous Caucus) and Task Forces-ad hoc committees, for example, the Principles and Best Practices Task Force. Descriptions of the committees and a listing of current members is posted on the OHA website.

Active committees are the backbone of the Association. The OHA office supports and encourages committees as they work to complete their charge each year. All committee members must maintain active OHA membership.

COMMITTEE ON COMMITTEES

The Committee on Committees recruits and assigns members to serve on the committees of the Association. The Committee on Committees seeks the advice and consent of Council in making committee assignments and actively seeks to fulfill the goals of the Association with regards to diversity and inclusion.

NOMINATING COMMITTEE

The Nominating Committee nominates members of the Association for election to Council or as officers of the association, subject to the approval of Council. The committee seeks nominees reflecting the diversity of our membership and the inclusion of those historically marginalized within the profession, collaborating with the Diversity Committee and others to fulfill its charge and promote clear pathways toward leadership within the OHA.

Council Roles and Responsibilities

EXPECTATIONS OF THE COUNCIL AS A WHOLE

The mission of Oral History Association is to bring together people interested in oral history as a way of collecting and interpreting memories to foster knowledge and dignity. In the practice of oral history, diverse individuals and organizations collect, preserve, interpret, and share the voices of people with first-hand experience of the past, recorded in interview form. As the highest leadership and governing body of the organization, the council is responsible for:

- Maintaining the mission and vision of the organization;
- Evaluating the performance of the Executive Director;
- Implementing and adhering to the strategic plan;
- Ensuring fiduciary oversight and financial management of the organization; and
- Approving and monitoring the association's programs and membership services.

EXPECTATIONS OF INDIVIDUAL COUNCIL MEMBERS

Each individual council member is expected to:

- Serve a three-year term;
- Approve OHA's annual budget, audit or review reports, and material business decisions;
- Be informed of, and meet all, legal and fiduciary responsibilities;
- Represent OHA to stakeholders; acting as an ambassador for the organization;
- Seek out new volunteers and candidates for council and committee service, to ensure that new leadership and energy is constantly being brought into the organization;
- Participate fully in one or more committees, as the council liaison; and
- As the council liaison, attend committee meetings (when possible) and serve as a conduit between committees and Council and as a resource to the committee.

Liaisons should have a firm grasp of the committee's charges, Council's priorities, and the work of the committees in order to effectively inform and communicate the committee's work to Council and vice versa.

ATTENDANCE

Each individual council member is expected to prepare for and attend two in-person council meetings per year. Council members shall be permitted only one absence of a council meeting in one year. Each council member is also expected to participate in monthly virtual meetings. A member is to notify the President of the council prior to the called meeting if they are unable to participate. Further, council members are expected to:

- Follow the organization's constitution, bylaws, and standing resolutions;
- Sign a conflict-of-interest disclosure statement and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings; and
- Maintain confidentiality about all internal matters of the OHA organization.