ORAL HISTORY ASSOCIATION

Guide to Volunteer Leadership

2026-2027

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Overview and General Information

Since 1966, the Oral History Association (OHA) has served as the principal membership organization for people committed to the value of oral history. Guided by its current strategic plan, OHA connects and inspires practitioners while supporting their work to ethically collect, preserve, share, and interpret memories that foster knowledge and respect. OHA envisions a world with a deep humanistic understanding of the past, developed through listening and mutual respect, shapes a more inclusive and equitable future. OHA engages with policy makers, educators, and others to help foster best practices and encourage support for oral history and oral historians. With an international membership, OHA serves a broad and diverse audience including teachers, students, community historians, archivists, librarians, and filmmakers.

In addition to fostering communication among its members, the OHA encourages standards of excellence in the collection, preservation, dissemination, and uses of oral testimony. To guide and advise those concerned with oral documentation, the OHA has established a set of goals, guidelines, and evaluation standards for oral history interviews. See Principles and Best Practices. The OHA has also published *The Oral History Review*, the U.S. journal of record for the theory and practice of oral history and its related fields since 1973.

The association also recognizes outstanding achievement in oral history through an awards program. Awards are given in the categories of oral history publications, nonprint media productions, teaching, and projects.

The executive office is hosted by an institution on a renewable five-year contract. The headquarters is currently located in Waco, Texas, on the campus of Baylor University (2023-2027). Previously, it was hosted by Middle Tennessee State University (2018-2022) and Georgia State University (2013-2017).

The OHA's Relationship with Baylor University

The administrative home of the OHA is designed to rotate among host institutions. Under the current rotation, Baylor University is serving as the OHA's executive office for at least a five-year term that began on January 1, 2023. During this period, the OHA operates under the leadership of Executive Director Stephen M. Sloan and Associate Director Steven K. Sielaff. The OHA office is housed within Baylor's Institute for Oral History, located on the third floor of the historic Carroll Library. Baylor University provides furnished and maintained office space for Hailey Rowe, OHA's Program Associate, and a graduate assistant, along with storage space, computer workstations,

and appropriate software. In addition, Baylor provides 50% release time for Stephen Sloan and 25% release time for Steven Sielaff for the duration of the agreement.

Staffing

The Oral History Association's day-to-day operations are led by Executive Director Stephen M. Sloan and Associate Director Steven K. Sielaff, supported by one full-time, paid staff member. Because the OHA maintains a small professional staff, much of the association's work is carried out through its standing, service, and award committees, as well as through appointed task forces. These committees play a vital role in advancing the organization's mission, both by managing a substantial workload and by drawing on the diverse subject matter and professional expertise of OHA members. Most committees are appointed by the Committee on Committees and are typically submitted to the OHA president for final approval.

Nonprofit Status

The OHA is a 501(c)(3) nonprofit organization governed by an unpaid, volunteer board of directors known as the OHA Council. The Council holds full legal and financial responsibility for the organization. The OHA was incorporated in the state of New York on March 21, 1967, to promote communication and cooperation among individuals who conduct recorded interviews for the creation of scholarly source materials, and to support the dissemination of information about those materials.

Incorporation generally "protect[s] individual board members and officers against personal liability for organizational obligations." The OHA and individual board members could be held liable in third party actions, such as suits by individuals suffering personal injury or financial loss or derivative actions, which have to do with the breach of the duties of obedience, loyalty, and care. Board members "have some protection against the cost of defending legal actions and the possibility of 'personal liability' through the organization's directors' and officers' liability insurance."

Legally, council members must meet certain standards of conduct in carrying out the business of the organization. These standards include fulfilling the duty of obedience, the duty of loyalty, and the duty of care.

1. **The Duty of Obedience:** A governing board must comply with state and federal law and conform to the organization's charter, articles of incorporation, and bylaws.
2. **The Duty of Loyalty:** Directors and officers must act in good faith and not allow their personal interests to prevail over the interests of the organization.

3. **The Duty of Care:** Directors and officers must be diligent and prudent in managing the organization's affairs. Individuals charged with governing must handle the organizational duties with such care as an ordinary prudent person would under similar circumstances.

Roles and Responsibilities of the OHA Council

The mission of Oral History Association is to bring together people interested in oral history as a methodology for collecting and interpreting memories in a recorded format. Oral history to foster knowledge and dignity through preserving and sharing the voices of diverse individuals and organizations with first-hand experience of the past.

As the highest leadership and governing body of the organization, the council will:

- Uphold and advance the organization's mission and vision
- Commit to advancing the goals of the strategic plan
- Ensure fiduciary oversight and financial management of the organization. The current OHA Operations Manual is here.
- Approve and monitor OHA organization's programs and membership services.

Roles and Responsibilities of Individual OHA Council Members

- Serve a three-year term.
- Review and approve the OHA's annual budget, audit or financial review reports, and significant business decisions, and remain informed of and fully meet all legal and fiduciary responsibilities.
- Represent and promote the OHA in interactions with stakeholders.
- Actively recruit and encourage new volunteers and candidates for Council and committee service to ensure a continual infusion of leadership, expertise, and energy into the organization.
- Demonstrate philanthropic leadership by supporting the OHA through annual giving.
- Regularly engage in monthly council meetings which generally last 1-2 hours and are conducted virtually. Engagement also includes the expectation of adequate preparation for these meetings.
- Attend two additional council meetings each year, separate from the monthly virtual meetings. These multi-day meetings are typically held in person and take place in mid-winter (January-March) and during the OHA Annual Meeting in the fall.

- Serve as the council liaison on one or more committees which generally consists of monthly or quarterly committee meetings and regular written or verbal communication between council and the committee chair(s).
- Abide by the organization's constitution, bylaws, and standing resolutions.
- Complete a conflict-of-interest disclosure statement, updating it yearly and as necessary. Disclose potential conflicts before meetings and actual conflicts during meetings.
- Maintain confidentiality about all internal matters of the OHA while promoting transparency about the governing process. (see "Confidentiality" section for details).
- Use expertise as counsel on issues related to the operation of the OHA.

Expected Minimum Time Commitment

OHA Council meets virtually 9 or 10 months during the year. Monthly council meetings last up to two hours, plus 1 hour for preparation. Council liaisons meet virtually with committee(s) for which they serve as liaison approximately 3-4 times per year (1-2 hours). Midwinter and OHA Annual Meeting Council in-person retreats last 8-12 hours over 1-1.5 days, plus travel time. Occasional council tasks, such as reviewing documents or compiling reports, total about 3-5 hours annually.

Confidentiality

All OHA Council electronic correspondence should be treated as confidential. This means that one member's comments should never be shown to another person without their explicit, written permission. Members of council should pledge themselves to guarding the privacy of internal correspondence and conversation.

Decision-making

The OHA President or the OHA Executive Director may propose that the Council make a decision on a proposal for action through the medium of e-mail, rather than through a face-to-face meeting, videoconference, or conference call. However, since the OHA is incorporated in New York, it abides by New York non-profit law. The laws of that state dictate that nonprofit leaders may conduct votes without holding meetings upon the consent of all voting members. If all voting members do not consent, then either the Council can vote via a teleconference or a face-to-face meeting. In the latter two cases, a quorum (in this case, a simple majority) of Council members present is required to discuss an issue.

If all consent to discuss an issue during e-mail communication, the following procedures apply.

- The president or executive director will communicate the issue for consideration and specify a period for discussion. The discussion period should not exceed one week. During the discussion period, any Council member can make a motion related to the item under discussion. All e-mail communication during the discussion period should be sent to the entire OHA Council e-mail list. No formal voting will take place during the discussion period.
- If there is a motion proposing some action by the Council, the Council will then vote on this motion once the discussion period has ended. The president or executive director will specify a period for the Council to vote. The voting period should not exceed forty-eight hours. Council members will include their vote in an e-mail to the executive director, to the president, or to the e-mail list as a whole.
- When the voting period has ended, the executive director will tally the votes and inform all Council members of the result.

OHA Committees

The OHA has many types of committees, including standing committees, service committees, award committees, and task forces. The standing committees are designated specifically in the bylaws of the organization.

The OHA committees are:

- Advocacy Committee
- Awards Committee
- Committee on Committees
- Development Committee
- Diversity Committee
- Education Committee
- Emerging Professionals Committee
- Finance Committee
- History Committee
- International Committee

- Membership Committee
- Nominating Committee
- Public Programming Committee
- Publications Committee
- Scholarships Committee

The executive committee is composed of the officers of the Council. The OHA Council suggests candidates for the Committee on Committees and the Nominating Committee, but members are elected to these positions by the membership. In most cases, the other standing and award committee members are appointed by the committee on committees working with the OHA President.

Guidelines for OHA Committees

1. **Appointment.** In general, OHA committee members are appointed to three-year terms. The appointments begin with the adjournment of the annual meeting and end with the adjournment of the annual meeting in the last year of appointment.
2. **Limits on Terms.** No limits are specified in the OHA Constitution or Bylaws, but most appointments to committees are for one term.
3. **Committee Chairs.** Chairs are responsible for fostering an open and democratic process for their committee. They convene and preside over committee meetings and, with the participation of the committee members, develop an agenda for each meeting and keep a record of the attendance and minutes. Chairs are tasked with collaborating with their Council liaison to maintain open and informed communication between the committee and Council. Toward that end, they are responsible for preparing and presenting full reports of the committee's work to Council. Chairs serve one-year terms, with the possibility of being reappointed for a second consecutive term. They hold the following responsibilities.
    a. Communicate with newly appointed committee members to inform them of committee business and activities. An official roster of committee members is kept by the OHA Executive Office.
    b. Facilitate communication among committee members
    c. Call at least three meetings a year (including at the annual meeting), with additional meetings as needed to accomplish committee charges. The Chair is responsible for convening and scheduling at least three meetings per year; developing and distributing the meeting agenda; and taking

minutes (or assigning a committee member to do so) during the meeting; distributing minutes after the meeting; forwarding appropriate committee documents and materials to the Executive Office for record-keeping purposes.

d. All committees are responsible for making a full report of their work to Council—once in advance of the midwinter meeting and again in advance of the annual meeting—and whenever Council may request.

e. Communicate with the Liaison at least quarterly with a brief report of activities over last quarter, planned work for the upcoming quarter, and any questions or concerns. All committee reports are shared with the Executive Office and committee liaisons.

f. Develop and present budgets to Council when relevant.

g. Consult with the President about committee appointments, reappointments, and leadership changes.

h. Consult with the President regarding annual charges to the committee.

i. Work with chairs of other OHA standing committees on joint projects and tasks.

j. Report directly to one Council meeting a year; chairs may be asked to participate in additional Council meetings as needed.

k. Attend chair meetings at or after the annual meeting.

4. **Committee Members.** This person works to accomplish the committee charges. Committee members serve three-year terms, with the possibility of being reappointed for a second consecutive term. As a Committee Member, you are expected to:

    a. Inform yourself of the charge of your OHA committee.

    b. Attend as many of the annual meetings as possible.

    c. Participate in all meetings of the committee.

    d. Take an active role in advancing one or more projects of the committee.

    e. Be responsive to the committee chair.

    f. Offer new ideas for discussion and possible incorporation into the next year's charge.

5. **Reporting from Meetings.** When committees hold meetings, the chair or another committee member creates a summary. The executive summary should

be shared with the Council liaison and placed in the appropriate OHA Google Drive folder for that committee.

6. **Requirements for Service on a Committee.** Committee members should be current OHA members. The bylaws specify committee composition for the standing committees.
7. **Service on More Than One Committee.** Service on more than one standing or award committee is not prohibited, although it is not recommended. If a committee member serves on more than one committee, and there is a conflict of interest, they should resign from one of the committees. Service on a standing or award committee and a service committee is allowed.
8. **Conflict of Interest.** If a committee member has a conflict of interest related to the committee, they should reveal that conflict to the committee and excuse themselves from voting. For example, if an award committee member has a book that will be eligible for the committee's award or if they have a student applying for the award, they should excuse themselves from evaluating that application or resign.
9. **Communication from Committees to Council.** Communication from committees to OHA Council should go through the designated council liaison for that committee.
10. **Number of Meetings and Method of Meeting.** Standing committees typically have one meeting in person each fall at the annual meeting and then at least hold quarterly virtual meetings in the winter, spring, and summer. Individuals accepting appointments on service committees should have a reasonable expectation of attending the in-person meeting at the annual conference. Award committees do not generally hold in-person meetings (usually virtual meetings in the summer) to make the final decision(s) on a winner. [Please note: final decisions are generally due from award committees by August 1 of the year in which the award is given.]
11. **Council Liaison.** Each standing committee should have an OHA Council Liaison. Council liaison responsibilities include:
    a. Attending any in-person meetings of the committee at the OHA Annual Meeting;
    b. Participating in any virtual meetings for the committee;
    c. Reporting major committee decisions that have either a policy or fiscal impact to the council;
    d. Providing procedural guidance for the committee;

e. Reporting major decisions by the committee to the executive director;

f. Ensuring that notes are taken at the committee meetings and transmitted to the council; and

g. Ensuring that bi-annual reports of the committee's activities are shared with council/ Liaisons are not expected to take minutes at these meetings or write the reports. However, they do need to make sure that minutes are being taken and reports are prepared.

12. **Creation of a New Committee.** Committees are usually created by OHA Council.
13. **Committee Member Appointments.** The members of the standing and award committees are appointed by the Committee on Committees working with the OHA President. The president fills vacancies occurring outside the regular Committee on Committees schedule.
14. **Reports.** Standing committee chairs should plan to submit minutes after each meeting, as well as reports in advance of the midwinter council meeting (generally due 2/1) and the annual meeting (generally due 10/1).
15. **Reimbursement.** With the exception of special task forces and the OHA Program Committee (for planning the OHA Annual Meeting), committee members are not reimbursed for expenses regarding their meetings. Most meetings are held in conjunction with the annual meeting and virtually. The OHA pays for a videoconferencing service and can assist committee chairs in setting up virtual meetings if needed.

Note: A current roster of council and committee members is maintained on OHA's website.

OHA Caucuses

A caucus is a formally recognized group within the membership defined by a shared identity, and/or interest and established by members based on their own initiative. The goal of a caucus is to foster community and inclusiveness while creating mutually beneficial relationships within the Association.

- Council formally recognizes a Caucus upon their request and in accordance with the goals of the Association.
    - In general, a request for recognition should be made by at least ten (10) members in good standing and include a succinct description of the defining composition of the caucus.

    - Once recognized, caucuses will be advertised within the Association and its membership. They will also be given meeting time within the program of the annual meeting.
- Caucuses have no formal responsibilities to the Association but, as recognized and valued segments of our community, the OHA welcomes their voice, advocacy, and contributions toward strengthening the work of the Association.
- To maintain formal status, each caucus must submit the names of up to two co-chairs and a roster of current members at the end of each annual meeting.
- Chairs are responsible for convening the caucus and maintaining its formal standing. They are selected annually by caucus members through a process agreed upon by a majority of participants
- Current Caucuses of the OHA include:
    - Archives Caucus
    - The Metadata Working Group
    - Indigenous Caucus
    - Campus Oral History Caucus

Boards

Council

Composition. In alignment with the OHA bylaws, the officers of the organization shall be the OHA President; the OHA Vice President/President-Elect, who shall succeed to the presidency at the end of the current President's term; the OHA First Vice President, who shall become OHA Vice President/President-Elect at the end of that current office holder's term; the immediate past OHA president. As ex officio members, the OHA Executive Director and OHA Associate Director shall serve as non-voting members of the OHA Council. The officers and five elected council members shall constitute the OHA Council. Officers and other members of the Council must be active members of the OHA. OHA Council will exercise the fiduciary, legal, ethical, and philanthropic responsibilities of a nonprofit board.

Term. The term of office of elected officers begins with the adjournment of the annual meeting each fall. The President, Vice President/President Elect, First Vice President, and the immediate Past President serve one-year terms. Members elected to the OHA Council serve three-year terms.

Succession. In the case of death, disability, or resignation of the President, the Vice President/President Elect shall succeed as President. In the case of the death, disability,

or resignation of both the President and Vice President/President Elect, the First Vice President shall succeed as president. In the case of the death, disability or resignation of the President, Vice President/President Elect, and First Vice President, the immediate Past President shall serve as OHA President Pro Tempore.

The Oral History Review

Editorial Board

Purpose. These individuals that comprise the Editorial Board act as ambassadors for the journal. They assist the journal by identifying new contributors, developing content, providing peer review of content, and endorsing the journal's work.

Composition. The Oral History Review Editorial Board is composed of leading oral historians from around the globe.

Term. The members of the editorial board are selected by the editorial team and serve on a three-year, renewable term.

Relationship of Oral History Association Council to *The Oral History Review* Editorial Team

1. The *OHR* editors will be invited to and added to the agenda of at least three OHA Council meetings annually. Ideally, the midwinter and annual meetings of the OHA Council will be two of those meetings. The editors can use this time to give a verbal presentation of their written report and discuss any *OHR* business with Council.
2. The OHA Council will designate one of its members as an *OHR* liaison. The liaison will provide an ongoing connection between the journal and OHA Council.
3. The editors understand that the compensation offered, while nowhere near what this type of work would merit if it were someone's profession, aligns with what our non-profit, volunteer-driven organization can afford at this time. However, Council reserves the right to engage the *OHR* Editors in conversation about compensation at any time during their tenure.

Roles and Responsibilities of the Oral History Review Editorial Team and Editorial Board

1. The Editors should convene a meeting of the Editorial Board at least two times a year. One of these will be a face-to-face meeting of the Editorial Board at the OHA Annual Meeting.

2. Editorial Board members are expected to peer review 1-2 articles per year, attend the OHA Annual Meeting, and meetings of the Editorial Board with the journal editors.
3. Editorial Board members can support the editorial team and even help shape the direction of the journal by brainstorming on special issues and recruiting contributors to submit articles.

Officers of the OHA

The officers of the organization consist of a President, Vice President/President Elect, First Vice President, Immediate Past President, Executive Director, and Associate Director. Much of these responsibilities are drawn from the OHA Bylaws.

Responsibilities of the OHA President

1. Convene and preside over:
    a. Council meetings, including two in-person meetings and regularly scheduled virtual meetings, and actively participate in email discussions.
    b. Chair meetings of the executive committee.
    c. Annual business meeting of the OHA
2. Attend the annual meeting and preside over the presidential reception.
3. Serve as a member of the finance committee.
4. Represent the organization, as necessary, at official functions with private and public organizations.
5. Draft committee charges annually and ensure committee business is brought before Council.
6. Fill vacancies in committees and offices in the absence of the Committee on Committees. Committees can make recommendations for the President's approval.
7. Create and charge members of special task forces when necessary.
8. Participate in leadership training.
9. Shall perform such duties as may be directed by the OHA Council.

Responsibilities of the OHA Vice President/President Elect

1. Serve as a member of the Executive Committee and Finance Committee

2. Attend regular and special meetings of the executive board (two in-person meetings and regular virtual meetings) and participate in e-mail discussions.
3. Participate in leadership training.
4. Assume the office of the President for the remainder of the unexpired term of office in the event of the resignation, death, or removal of the President or due to the failure or inability of the President to perform the duties of the office.
5. Appoint and oversee the planning of the annual conference of the OHA in conjunction with the executive office and the conference/program/local arrangements committee.
6. Serve in the absence of the President at meetings.

Responsibilities of the OHA First Vice President

1. Serve as a member of the Executive Committee and Finance Committee
2. Attend regular and special meetings of the executive board (two in-person meetings and regular virtual meetings) and participate in e-mail discussions.
3. Participate in leadership training.
4. Assume the office of the President for the remainder of the unexpired term of office in the event of the resignation, death, or removal of the President or due to the failure or inability of the President to perform the duties of the office.
5. Appoint and oversee the planning of the annual conference of the OHA in conjunction with the executive office and the conference/program/local arrangements committee.
6. Serve in the absence of the President at meetings.

Responsibilities of the OHA Immediate Past President

1. Serve as a member of the Executive Committee, Finance Committee, and, if needed, serve as a standing Committee Liaison.
2. Attend regular and special meetings of the council (two in-person meetings and regular virtual meetings) and participate in e-mail discussions.
3. Serve as a mentor and coach to the other officers.

Executive Committee

Purpose. The purpose of the Executive Committee is to make decisions in the absence or inability of the full Council.

Composition. The Committee is composed of officers of the organization and the Immediate Past President.

Term. The terms are predetermined by the terms of the officers serving on this committee.

Responsibilities of the OHA Executive Director

1. Serve as the chief operating officer of the OHA.
2. Oversee and manage all the programs and business affairs of the association including membership and member communications, the OHA Annual Meeting, programs, awards, and fundraising/development.
3. Work closely with the OHA President and volunteer leadership in planning meetings and developing policy; serve as staff liaison or assign staff liaisons to various service committees.
4. Manage and oversee staff and the daily operations of the association.
5. Create and oversee a budget for the organization.
6. Ensure legal and other compliance with external entities as required.
7. Serve as a representative of the OHA at various meetings of related history organizations and serve as the spokesperson for the organization at these meetings.
8. Keep current and accurate records.
9. Serve as a non-voting member of the council and as an ex-officio member of all committees of the association.

The executive director will have a defined job description outlining their accountabilities, duties, responsibilities, and annual performance objectives, which will be assessed during their annual review.

Responsibilities of the OHA Associate Director

1. Provide leadership and oversight for staff and the association's day-to-day operations.
2. Hire and oversee graduate students assigned to the OHA Executive Office.

3. Serve as liaison for OHA institutional archives held at the University of North Texas.
4. Oversee OHA retention policies and procedures.
5. Manage all technologies and online presences of the OHA.
6. Act as liaison to the OHA's contracted web developer and provide quarterly assignments for continued additions and maintenance of the OHA website.
7. Coordinate special programming for the OHA, in particular contracted webinars and biennial symposia.
8. Serve as a representative of the OHA at various meetings of related history organizations and serve as the spokesperson for the organization at these meetings.
9. Keep current and accurate records.
10. Serve as a non-voting member of the council and as an ex-officio member of all committees of the association.

The associate director shall have a job description of accountabilities, duties, responsibilities, and annual performance goals against which they shall be reviewed annually.

OHA Ombudsperson

Purpose. An independent impartial individual designated to receive, confidentially review, and help resolve concerns, complaints, or conflicts within an organization. The ombudsman does not advocate for any one party but instead promotes fair processes and constructive resolution.

Members and attendees at OHA functions who believe themselves to be victims of harassment could then initiate complaints in person, by text, email, or other means to the ombudsperson. Complaints could also be made to any OHA Council member or to the executive office. The ombudsperson, working with the executive director, has unilateral power to intervene and remove an individual from any OHA function in cases where behavior is egregious, disruptive, or violent, and prevents the normal conduct of the Association's business.

Resolution Options:

1. Informal resolution (confidential) and/or
2. Formal investigation

Informal Resolution. This option should be employed if the reporting party desires a confidential and immediate intervention to stop the harassing behavior.

Formal Investigation. This option should be employed at the initiation of the complaint. An informal resolution does not preclude a subsequent formal investigation.

- If the complainant desires a formal investigation, such a process would be initiated by the submission of a confidential written request to the ombudsperson. At the initiation of the complaint, the executive director would oversee an investigation in cooperation with the ombudsperson, soliciting written statements from the parties involved. If the complainant lodges an accusation against an individual on Council or the Executive Office staff, the ombudsperson would conduct the investigation with the assistance of two members of the Association in good standing identified by the president or president-elect. All materials would then be submitted to the executive committee comprised of the current president, immediate past president, and president elect for adjudication on the basis of the preponderance of evidence and, if warranted, appropriate sanction as indicated under the section "Scope of Policy." Confidentiality to the greatest extent possible would be maintained throughout the process.

Term. The president in conjunction with the executive director makes the appointment. There is no term limit. OHA Council appoints an ombudsperson from its membership to serve as a point of contact during the annual meetings.

OHA Standing Committees

The Oral History Association maintains a full list of its committees on the OHA website. For FAQs on committee service, see Appendix F in this guide.

Advocacy Committee

Purpose. The Advocacy Committee guides the Council and the Association in their role as advocates for the field of oral history and in terms of issues of concern to the Association and its membership. The committee coordinates public statements relating to the Association's principles and best practices, and the rights of oral historians and narrators. More broadly, they advise the OHA in its efforts to support a more equitable, just, and democratic world; defend marginalized voices and peoples; and protect the process of free inquiry.

Composition. The Committee on Committees appoints members to the Advocacy Committee in conjunction with the OHA President.

Term. Members are generally appointed for a three-year term with no term limit. The appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA standing committees generally meet 3-4 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Committee member tasks average about 5-10 hours annually based on each member's commitment and capacity.

Committee on Committees

Purpose. To fill all regular vacancies on the service and awards committees of the organization, subject to the approval of the OHA Council. We ask the Committee on Committees to strive to keep diversity, in all its meanings, in mind when selecting committee members and committee chairs.

Composition. Six members elected by the general membership from a list of candidates developed by OHA Council.

Term. Members are elected to a two-year term. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment. Terms are staggered.

Expected Minimum Time Commitment. OHA standing committees generally meet 3-4 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Development Committee

Purpose. The Development Committee oversees the Association's fundraising campaigns and other efforts to support the growth of the endowment in accordance with the strategic plan and the mission of the Association.

Composition. The Committee on Committees makes these appointments in conjunction with the OHA President.

Term. Members are generally appointed for a three-year term with no term limit. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA standing committees generally meet 3-4 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Diversity Committee

Purpose. The Diversity Committee supports the Association's work with regard to diversity and equity within the membership, leadership, annual meetings, and in the field more generally. The committee works independently and collaboratively with other committees to foster inclusivity and promote the meaningful involvement of historically marginalized populations, in particular those based on race/ethnicity, spiritual beliefs, gender, sexuality, class, education, and ability. The committee also advances the inclusion of unaffiliated oral history activists and practitioners.

Composition. The Committee on Committees makes these appointments in conjunction with the OHA President.

Term. Members are generally appointed for a three-year term with no term limit. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA standing committees generally meet 3-4 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Education Committee

Purpose. The Education Committee promotes the use of oral history in the classroom and works to ensure that the Association meets the needs of educators. The committee creates and maintains networks of educators to facilitate communication; promotes excellence and innovation in oral history education; and provides professional development resources for educators at all levels.

Composition. The Committee on Committees makes these appointments in conjunction with the OHA President.

Term. Members are generally appointed for a three-year term with no term limit. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA standing committees generally meet 3-4 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Emerging Professionals Committee

Purpose. The Emerging Professionals Committee ensures that the Association is welcoming and professionally relevant to new professionals entering the field (including students, interns, early-career oral historians, and oral historians seeking their first professional jobs). The committee helps create an inclusive and nurturing community within the Association by providing resources, advice and mentorship initiatives, networking opportunities, and by advising Council on policies and procedures to advocate for new professionals within OHA and the public sphere.

Composition. The Committee on Committees makes these appointments in conjunction with the OHA President.

Term. Members are generally appointed for a three-year term with no term limit. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA standing committees generally meet 3-4 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Finance Committee

Purpose. The OHA Finance Committee of the OHA is primarily composed of members from leadership. The Finance Committee meets quarterly to review the budget and overall financial situation of the organization, including investments, to develop any necessary budget adjustments for proposal to Council, and to develop recommendations for ongoing operations and investments. The committee shall meet each fall after the annual meeting to review, modify, and approve the proposed budget prior to its presentation to the OHA Council and to consider other matters within its responsibility. The committee shall also project long-range needs and probable constraints—budgetary and otherwise— regarding future years. The committee can also meet at all other times when called by the president or executive director.

Composition. This committee shall consist of the president, vice president/president-elect, first vice president, immediate past president, and an appointed longstanding OHA member at large, familiar with the organization. The executive director is included as a nonvoting member. This committee is co-chaired by the first vice-president and the OHA member at large.

Term. Terms are predetermined by the individual position on the OHA Executive Board and an OHA member at large serves a three-year term. Appointments begin with the adjournment of the annual meeting of the appointment year and end with the adjournment of the annual meeting in the last year of appointment.

International Committee

Purpose. The International Committee fosters and maintains relationships with oral history programs, organizations, and practitioners beyond the United States. The committee maintains open communication with these constituencies and advises the Association as it seeks to support and advance the practice of oral history abroad and enhance the presence of non-U.S. practitioners within the membership. The committee also appoints recipients of the Oral History Association's international scholarships for the annual meeting. In addition, the committee serves as the liaison to the International Oral History Association and encourages reciprocal participation of members in each organization's conferences, publications, and activities.

Composition. The Committee on Committees makes these appointments in conjunction with the OHA President.

Term. Members are generally appointed for a three-year term with no term limit. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA standing committees generally meet 3-4 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Membership Committee

Purpose. The Membership Committee promotes the mission of the Oral History Association by ensuring the growth of a dynamic and diverse membership. The committee maintains membership data, conducts membership drives, and promotes efforts to enhance membership benefits and involvement in the Association.

Composition. The Committee on Committees makes these appointments in conjunction with the OHA President.

Term. Members are generally appointed for a three-year term with no term limit. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA standing committees generally meet 3-4 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Nominating Committee

Purpose. 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 and collaborates with the Diversity Committee and others to fulfill its charge and promote clear pathways toward leadership within the OHA. For more information on the work of the Nominating Committee, see Appendix D of this volunteer guide.

Composition. The Nominating Committee includes six persons elected by the membership. Members of the committee shall serve two-year terms, with three being elected each year. The OHA First Vice President shall work with the committee to designate a chair or co-chairs from the second-year members of the committee.

Term. Members are elected to a two-year term. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment. Terms are staggered.

Expected Minimum Time Commitment. The OHA Nominating Committee generally meets 2-3 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 2-3 hours annually.

Public Programming Committee

Purpose. The Public Programming Committee sponsors and hosts a yearly schedule of events, workshops, and other gatherings relating to oral history and aligned with the needs and interests of the membership of the Association.

Composition. The Committee on Committees makes these appointments in conjunction with the OHA President.

Term. Members are generally appointed for a three-year term with no term limit. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA standing committees generally meet 3-4 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Publications Committee

Purpose. The Publications Committee develops and implements a comprehensive and professional publications program for the Association that reflects the diverse and varying interests and needs of the membership and broader public. The committee reviews and solicits publications both in traditional print and electronic formats, including white papers and pamphlets produced by segments of the OHA.

Composition: The Committee on Committees makes these appointments in conjunction with the OHA President.

Term. Members are generally appointed for a three-year term with no term limit. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA standing committees generally meet 3-4 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Service Committees

Annual Meeting Local Arrangements Committee

Purpose. The Annual Meeting Local Arrangements Committee works with the Program Committee and to assist the executive office in drawing on local resources to enhance the annual meeting with items such as local tours, special events, and offsite locations for sessions. The committee also provides materials for adequate publicity of the meeting in OHA outlets and in the host city's and state's media. (See Appendix E for the

Volunteer Guide to the Work of the OHA Annual Meeting Local Arrangements Committee.)

Composition. The vice president/president-elect appoints the committee. The size of the committee is determined by the vice president/president-elect in consultation with the annual meeting program committee chair(s).

Term. Approximately one-year term beginning with the adjournment of the previous annual meeting and ending with the adjournment of the annual meeting the committee is planning.

Expected Time Commitment. The OHA Local Arrangements Committee generally meets 3-4 times in planning the annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Annual Meeting Program Committee

Purpose. The Annual Meeting Program Committee is responsible for the program of the annual meeting and such other related activities as the vice president/president-elect may designate. The committee works closely with the staff of the executive office. The program committee is appointed by the first vice president to develop the program for the year they serve as vice president/president-elect. See Appendix E of this volunteer guide for more detailed information on the work of the Annual Meeting Program Committee.

Composition. The first vice president designates chairs or co-chairs for the committee and then works with the chair(s) to recruit the full committee. One member serves as liaison to the OHA Annual Meeting Local Arrangements Committee.

Term. Approximately one-year term beginning with the adjournment of the previous annual meeting and ending with the adjournment of the annual meeting the committee is planning.

Expected Minimum Time Commitment. The Annual Meeting Program Committee generally meets 3-4 times per year virtually in planning for the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 5-10 hours annually.

Annual Meeting Scholarship Committee

Purpose. The Annual Meeting Scholarship Committee is responsible for awarding presenter and non-presenter scholarships to support participation in the Annual Meeting for U.S. based applicants. They use budgeted amounts from each category to

determine total financial support allocated but recommend individuals and amounts for support in both categories. This committee works closely with the executive office that facilitates the call for scholarship applications and communicates decisions. International scholarships are administered separately.

Composition. This committee is reconstituted each year with new members. An OHA Council member designated by the president chairs this committee and leads their work**.** The OHA President also works with the chairs of the Diversity Committee, Education Committee, and Annual Meeting Program Committee to select a representative from each group to join the Scholarship Committee. The OHA President can also make other at-large appointments to this committee.

Term. The focus of this committee is over a two-month period each summer, reviewing applications and making recommendations to the executive for presenter and non-presenter scholarships and respective financial support for each recipient.

Expected Minimum Time Commitment. The Annual Meeting Scholarship Committee generally meets 1-4 times virtually in mid-summer to discuss their review and selection of recipients of scholarships. The time commitment will vary based on the number of applications.

Annual Award Committees

Since 1993, the OHA has presented a series of annual and biennial awards to recognize outstanding achievement in oral history. Award winners are announced and celebrated at the OHA Annual Meeting each October and chronicled on the OHA Website.

Article Award Committee

Purpose. The OHA Article Award is an honorific annual award to recognize a published article or essay that uses oral history to make a significant contribution to contemporary scholarship; significantly advances understanding of important theoretical issues in oral history; and/or is an outstanding example of sound oral history methodology.

Composition. Three to five appointed members.

Term. Three-year term. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA award committees generally meet 1-4 times virtually in the late spring and summer to discuss their review and selection of

recipients of annual awards. The time commitment will vary based on the number and type of submissions for the award.

Elizabeth B. Mason Multi-Media Awards Committee

Purpose. The OHA Elizabeth B. Mason Multi-Media annually recognizes outstanding oral history projects, collections, exhibits, and multimedia presentations for the public.

Composition. Three to five appointed members.

Term. Three-year term. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA award committees generally meet 1-4 times virtually in the late spring and summer to discuss their review and selection of recipients of annual awards. The time commitment will vary based on the number and type of submissions for the award.

Book Award Committee

Purpose. The OHA Book Award annually recognizes a published book that uses oral history to make a significant contribution to contemporary scholarship; significantly advances understanding of important theoretical issues in oral history; and/or is an outstanding example of sound oral history methodology.

Composition. Three to five appointed members.

Term. Three-year term. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. OHA award committees generally meet 1-4 times virtually in the late spring and summer to discuss their review and selection of recipients of annual awards. The time commitment will vary based on the number and type of submissions for the award.

Biannual Award Committees

Cliff Kuhn Postsecondary Teaching Award Committee (even years)

Purpose. The Cliff Kuhn Award recognizes a distinguished postsecondary educator involved in undergraduate, graduate, continuing, or professional education who has incorporated the practice of oral history in the classroom in an exemplary way.

Composition. Three to five appointed members.

Term. Three-year term. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment. The committee that selects the Cliff Kuhn Postsecondary Teaching Award also selects the Martha Ross Teaching Award designee(s) in odd years.

Expected Minimum Time Commitment. OHA award committees generally meet 1-4 times virtually in the late spring and summer to discuss their review and selection of recipients of annual awards. The time commitment will vary based on the number and type of submissions for the award.

Namesake: Cliff Kuhn (1952-2015) was OHA's first Executive Director (2013-15) and president (2000-01). A respected scholar and mentor at Georgia State University, he played a key role in OHA's membership in the ACLS.

Martha Ross Teaching Award Committee (odd years)

Purpose. The Martha Ross Teaching Award recognizes a distinguished primary or secondary school teacher or professional involved in educational outreach at the precollegiate level who has incorporated the practice of oral history in the classroom in an exemplary way.

Composition. Three to five appointed members.

Term. Three-year term. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment. The committee that selects the Martha Ross Teaching Award designee(s) also selects the Cliff Kuhn Postsecondary Teaching Award recipient in even years.

Expected Minimum Time Commitment. OHA award committees generally meet 1-4 times virtually in the late spring and summer to discuss their review and selection of

recipients of annual awards. The time commitment will vary based on the number and type of submissions for the award.

Namesake. Martha Ross (1923-2013) was a pioneering oral historian, OHA president in 1985, and founder of Oral History in the Mid-Atlantic Region (OHMAR). She taught at the University of Maryland and led key oral history projects in Washington, DC.

Stetson Kennedy Vox Populi ("Voice of the People") Award Committee (even years)

Purpose. The Stetson Kennedy Vox Populi Award honors individuals and organizations for outstanding achievement in using oral history to create a more humane and just world, with special consideration given to candidates whose body of work is substantial enough to be regarded as a significant achievement. It is presented biennially.

Composition. Three to five appointed members.

Term. Three-year term. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. The Vox Populi Award Committee generally meets 1-2 times virtually in the late spring and summer of the year there is an award to discuss their review and select a recipient. The time commitment will vary based on the number and type of submissions for the award.

Namesake. Stetson Kennedy (1916-2006) was an author, activist, and folklorist known for exposing the Ku Klux Klan. A pioneering oral historian, his work documented and challenged systemic racism in the U.S.

Biannual Award Committees

Emerging Crises Oral History Research Fund Committee

Purpose. Since 2006, the OHA's Emerging Crises Oral History Research Fund has provided funding annually for one oral historian or project to undertake oral history research in situations of crisis in the United States and internationally.

Composition. Three to five appointed members.

Term. Three-year term. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. The Emerging Crises Oral History Research Fund Committee generally meets 1-4 times virtually in the late spring to discuss their review and selection of the recipient of the fund. The time commitment will vary based on the number of applicants for the award.

Indigenous Initiative Research Fund Committee

Purpose. The annual award provides funding to support an oral historian actively engaged in a collaborative, community-based oral history research project with Indigenous peoples. The goal of the research fund is to support the oral historian's project by offsetting costs or otherwise helping to move the project toward completion.

Composition. Three to five appointed members.

Term. Three-year term. Appointments begin with the adjournment of the annual meeting in the nomination year and end with the adjournment of the annual meeting in the last year of appointment.

Expected Minimum Time Commitment. The Indigenous Initiative Committee generally meets 1-4 times virtually in the mid-summer to discuss their review and selection of the recipient of the fund. The time commitment will vary based on the number of applicants for the award.

Associations to Which OHA Sends Representatives, Delegates, or Liaisons

American Council of Learned Societies

Purpose. As a member society of the American Council of Learned Societies (ACLS), OHA appoints a delegate as its official representative to the ACLS Annual Meeting. Together with the officers and other board members, the delegates form the "council" of the ACLS. At its annual meeting, the ACLS council elects officers and board members, approves the ACLS budget, votes on the admission of new societies, reviews a report from the president on the Council's work in the previous year, and discusses directions for the future. The delegates also represent ACLS and its directions to their societies.

ACLS covers travel and lodging costs for the delegates to attend the ACLS annual meeting. ACLS expects delegates to write a report each year to their society on the substance of the annual meeting, which is normally printed in the newsletter (or functional equivalent) of the delegate's society.

Appendix A – OHA Constitution (amended 2025)

NAME

1. The name of the organization shall be the Oral History Association. The Association is incorporated as a nonprofit organization under the laws of the state of New York.

OBJECTIVES

2. The Oral History Association is a professional organization established to:
    a. provide a means for effective cooperation among persons concerned with the documentation of human experience;
    b. stimulate and publish the results of research in the techniques and uses of oral history;
    c. promote the development and adoption of sound principles and standards by all agencies, public and private, that have responsibility for the collection and preservation of historical information obtained through the techniques of oral history;
    d. foster a better understanding of the nature and value of oral history;
    e. maintain and strengthen relations with archivists, historians, librarians, educators, public administrators, and others in allied disciplines;
    f. cooperate with other professional organizations, cultural and educational institutions, and international
    g. organizations having mutual interests in the preservation and use of our recorded heritage; and participate in local, national and international projects with mutual goals and interests.

MEMBERSHIP

3. The Individual membership shall be open to those who support the objectives of the Association. Honorary members may be elected by the Council of the Association in its discretion, with such privileges as the Council may decide upon.
4. Partner membership shall be open to institutions or agencies that are concerned or substantially interested in the objectives of the Oral History Association. A partner member shall be entitled to representation at any meeting by one delegate, who may vote; but, if also an individual member, may not cast a second vote.
5. A member shall be enrolled upon receipt of the first payment of dues.

OFFICERS AND GOVERNMENT

6. The officers of the Association shall be president, a vice-president/president-elect, a first vice-president, a past president, and an executive director or co-directors, hereinafter referred to as the "executive director." The first vice president shall be elected by mail or electronic ballot for a term of one year and shall serve until the election of the successor is announced at the annual meeting of the Association immediately following the election. The person elected as first vice-president shall thereby be vice-president/president- elect the following year, president the third year, and past president the fourth year. The executive director shall be the chief operating officer of the Association and serves at the pleasure of the Council.
7. The government of the Association, the management of its affairs, and the regulation of its procedures, except as otherwise provided in the constitution, shall be vested in a Council composed of the President, the Vice-President/President-Elect, the First Vice President, Past President, and five Council members elected at large for a three-year term.
    a. Decisions of the Council are binding on the Association unless modified by a majority of the membership voting.
    b. Only members of the Association in good standing (current dues paid) are eligible for nomination and service as officers and Council members.
    c. Five members, including at least one officer, shall constitute a quorum for the transaction of Association business.
8. If a vacancy shall occur in the executive directorship, Council will appoint a search committee to:
    a. Initiate and manage the recruitment, application, and interview process to hire a new executive director.
    b. Members of this search committee will be appointed by Council.
    c. One Council member will serve as a member of this committee.
    d. The search committee may also be empowered by Council to initiate institutional transition in addition to seeking a new Executive Director.
    e. The search committee will report on the process and submit a recommendation to the Council.
    f. The Council will vote on the search committee’s recommendations with a majority vote deciding the outcome.
9. If a vacancy shall occur in the Council or in any of the offices except the Presidency, Vice-Presidency, or Executive Directorship, it may be filled by the Council, and the

person designated shall hold the position for the unexpired term of the person vacating it. If a vacancy occurs in the Past-Presidency, it need not be filled.

PUBLICATIONS

10. The Association shall publish annually a report of its activities including the state of its finances and summary of its expenditures. Such a report shall be distributed to all members as a benefit of membership.

11. When funds are available the Association shall publish a newsletter and such other publications as the Council may designate. Every member in good standing shall be entitled to receive the newsletter and other serial publications.

FINANCES

12. The Council shall be responsible for investment of funds and care of other assets of the Association. Fiscal control of the funds and assets shall be maintained by such records and accounting systems as may be prescribed by the Council. An annual audit of the financial affairs shall be made and a report of the audit published.

13. Consistent with its Certificate, Constitution, other bylaws of this Association, and with applicable law, the Association through its Council may establish an endowment fund, or other such fund as it deems necessary, to manage responsibly the affairs of the Association and to further its purposes. The Council may delegate to its committees, officers or employees of the Association, or agents, the authority to act in place of the Council in investment and reinvestment of institutional funds, contract with independent investment advisers, so to act, and authorize the payment of compensation for investment advisory or management services, so to act. The Council shall be relieved of all liability for the investment and reinvestment of institutional funds by, and for the other acts or omissions of, persons to whom authority is so delegated or with whom contracts are so made. If a fund is established, Council may only expend up to five percent of the total market value of the endowment fund (market value to be determined by three-year average as of the last business day of each year) for scholarships and the association's operating purposes.

MEETINGS

14. The Association shall hold an annual meeting at such time and place as the Council shall determine, and special meetings may be called by the Council. This includes the Association's business session, which can be held in-person at the annual meeting or virtually before it.

a. Notice of each meeting of the Association shall be sent by the executive director at least thirty days before the date of the meeting.

b. Those members who are registered to attend an annual meeting or a single meeting of the membership shall constitute the membership class of those entitled to vote at the business session of such meetings.

c. One-tenth of this class, present in person or by proxy, shall constitute a quorum at such business sessions. except as otherwise required by applicable law or these bylaws, the act of a majority of the members present at any meeting at which a quorum is present shall be the act of members.

d. Members present at any meeting may adjourn the meeting despite the absence of a quorum.

15. The Council shall meet in conjunction with the annual meeting of the Association and shall hold such other meetings as it may determine. Special meetings of the Council for any purpose shall be called by the executive director on the written request of the president or of three members of the council. Five voting members including at least one officer shall constitute a quorum for the transacting of business, but a smaller number may adjourn to another date.

RECORDS

16. The minute-books, correspondence, and other records of the Association and its committees shall be preserved by the officers and chairpersons of committees and shall be promptly turned over by them to the executive director when their terms expire. Records that have ceased to be of use in conducting the current affairs of the Association may, by direction of the Council, be turned over for preservation to a depository selected by it; and any records so deposited shall be available to the officers of the Association on request.

DISSOLUTION

17. In the event of the dissolution of the Association, its property, funds, and other assets shall pass to whatever agencies may be designated by the Council in office at the time of dissolution.

AMENDMENTS

18. The Council is authorized and directed to prepare, adopt, or amend such bylaws as may be desirable to regulate the administrative practices of the Association. An up-to-date copy of these bylaws shall be available to any member upon request to the executive director. Any part of the bylaws shall be subject to review by the membership at any annual business meeting of the Association and may be changed by a majority vote of those attending.

19. Amendments to this constitution must be proposed in writing by at least ten members and filed with the executive director. Copies of the proposed amendments

shall be sent by the executive director to all members at least thirty days in advance of the meeting at which they are to be considered. If approved by the Council, they may be adopted by a majority of the members attending any business meeting of the Association; if not so approved, a two-thirds vote of the members in attendance will be required.

ELECTIONS

20. The names of all candidates for Council, the Committee and Committees, and Nominating Committee shall be placed on the annual ballot. The electronic annual ballot shall be sent to the full voting membership of the Association at least six weeks before the annual meeting. No vote received after the due date specified on the ballot shall be valid. Election shall be by plurality of the votes cast. The results of the election shall be announced at the business meeting and in the publications of the Association. In case of a tie vote, the choice among the tied candidates shall be made by the business meeting.

Appendix B– OHA Bylaws (amended 2025)

DUES

1. The dues of members of the Association shall be fixed by the Council. Any changes shall be subject to a concurring vote by the members. Separate dues rates for voting members (general members, independent practitioner/ emerging professional members, community practitioner/student members, retired members, partner members, life members, and memberships in a sustaining category) may be so fixed, as may non-voting members' dues (library memberships). Membership term is on an anniversary renewal cycle. In the anniversary renewal cycle, a member's 12-month membership renews on the anniversary of their join or past renewal date.

OPERATIONS MANUAL

2. Operations manual resolution: We have an operations manual that guides our day-to-day procedures and activities. It is an evolving document that reflects workflows, policy making and current and unexpected issues. Council is endowed with the ability to change it as needed.

DUTIES OF OFFICERS

3. The president shall direct and coordinate the affairs of the Association. The president shall preside at all business meetings of the Association and of the Council and shall perform such duties as may be directed by the Council.
4. The Vice-President/President Elect shall perform the duties of the president in case the President is absent or incapacitated, and, in case of a vacancy in the presidency, the Vice-President/President Elect shall assume that office and hold it for the remainder of the term. The Vice-President/President Elect shall be responsible for coordinating program development and local arrangements for the annual meeting held during the year they serve as Vice-President/President Elect. The Vice-President/President Elect participates as a voting member in all meetings of the Council.
5. The First Vice-President shall perform the duties of the Vice-President/President Elect in case they are absent or incapacitated, and in case of a vacancy in that office, the First Vice-President shall assume that office and hold it for the remainder of the term. The First Vice-President shall participate as a voting member in all meetings of the Council, and shall also initiate planning for the annual meeting to be held during the year that they will serve as vice- president/president-elect. Responsibilities shall include appointment of annual meeting program and local arrangements chairs,

program and local arrangements committees, and the preparation of an annual meeting budget for approval by the Council.

6. The Executive Director shall keep the minutes of the Association and of the Council, prepare and distribute notices, present at each annual meeting a report on the activities of the Association, and perform such other duties as may be directed by the Council. In the absence of the President, Vice-President/President-Elect, and First Vice-President, the Executive Director shall preside. The Executive Director shall have the custody of and preserve the corporate seal of the Association and shall affix the seal under the direction of the president and Council.

7. The Executive Director shall have the custody of all the funds belonging to the Association and shall pay them out only upon the authorization of the Council. The executive director may be required by the Council to give bond for the faithful performance of their duty in such sum as it shall determine. The Executive Director shall keep an account of all funds, receipts and payments and shall report thereon in full to the Association at each annual meeting and to the Council whenever so ordered. The Executive Director shall also manage the membership roll.

8. The President, Vice-President/President-Elect, and First Vice-President, and Executive Director constitute a committee which shall approve all investments, prepare a budget for submission to the Council, and make extra-budgetary decisions when it is inexpedient to poll the full Council. If such decisions are made via telephone or other electronic communication, a written statement of the decisions must be sent within ten days to all members of the Council. A poll of all Council members shall be made upon the request of any Council member.

9. The Executive Director shall be the chief operating officer of the Association. The Director shall have and exercise general charge and supervision of the conduct of the ordinary business of the Association; shall assist the Council by administering the affairs of the Association; shall serve as a non-voting member of the Council; shall function as an ex officio member of all committees of the Corporation; and shall do and perform such other duties as the Constitution and Bylaws provide or as may be assigned to that person by the President and/or the Council.

10. The Past President provides institutional support as needed and participates as a voting member in all meetings of the Council.

NOMINATING COMMITTEE

11. There shall be a Nominating Committee composed of six members, three of whom are elected by the members on each annual ballot from a slate of not less than five nor more than seven candidates proposed by the Council, in addition to nominations by petition. Candidates may be paired.

a. Members shall vote for three candidates.

b. If they are paired, the nominee in each pair receiving the higher number of votes shall be elected.

c. If they are not paired, the three candidates receiving the highest number of votes shall be elected.

d. Members of the Nominating Committee shall serve for two years until their successors are announced at the annual meeting of the Association immediately following the election.

e. The Nominating Committee shall consult the membership for suggestions, shall make nominations for First Vice-President and Council, shall obtain the consent of nominees (including any nominated by petition), and shall collect biographical information and statements of purpose from all candidates for office who wish to submit them and promulgate this information to the membership with the ballot.

f. The Nominating Committee shall convene immediately after the announcements of new members elected to the committee and elect its own chairperson.

COMMITTEE ON COMMITTEES

12. There shall be a Committee on Committee composed of six members, three of whom are elected by the members on each annual ballot from a slate of not less than five nor more than seven candidates proposed by the Council, in addition to nominations by petition. Candidates may be paired.

a. Members shall vote for three candidates.

b. If they are paired, the nominee in each pair receiving the higher number of votes shall be elected.

c. If they are not paired, the three candidates receiving the highest number of votes shall be elected.

d. Members of the Committee on Committees shall serve for two years until their successors are announced at the annual meeting of the Association immediately following the election.

ELECTIONS

13. The Nominating Committee, in making its annual ballot nominations, shall nominate one or more persons for the office of First Vice-President and shall nominate two or more persons for each prospective vacancy on the Council. Only members of the Association in good standing (current dues paid) are eligible for nomination and

serve as officers and Council members. In years where a single Council seat is to be filled, the candidate receiving the largest number of votes shall be elected. In years where multiple Council seats are open, the nominating committee shall present to the membership multiple separate slates of candidates in order to achieve the association policy of a balanced Council regarding gender, ethnicity, geography, and affiliation.

a. The Nominating Committee (or, in the case of nominees for the nominating committee, the Council) shall also accept nominations made by petitions carrying in each case the signatures of twenty or more members of the Association in good standing and indicating in each case the particular office for which the nomination is intended.

b. Nominations by petition must be in the hands of the nominating committee at least three months before the annual meeting.

COMMITTEES

14. The OHA relies on committees of members to fulfill the mission of the Association. Committees execute the work and responsibilities as described in these Bylaws and in their charge, provided by Council on an annual basis. Council may create or dissolve committees as necessary to accomplish the mission of the Association. The standing committees of the Association will be Advocacy, Awards, Committee on Committees, Development, Diversity, Education, Emerging Professionals, Finance, History, International, Membership, Nominating, Programming, Publications, and Scholarships, as described below:

a. ADVOCACY COMMITTEE guides Council and the Association in their role as an advocate for the field of oral history and issues of concern to the Association and its membership. The committee coordinates public statements relating to our principles and best practices, and the rights of oral historians and narrators. More broadly, they advise the OHA in our efforts to support a more equitable, just, and democratic world; defend marginalized voices and peoples; and protect the process of free inquiry.

b. AWARDS COMMITTEE determines the recipients of the various awards and scholarships sponsored by the OHA. Through its subcommittees, it ensures transparent criteria for the selection of awardees and fulfills the mission of the organization in its conferral of awards.

c. 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.

d. DEVELOPMENT COMMITTEE oversees the association's fundraising campaigns and other efforts to support the growth of the endowment in accordance with the strategic plan and the mission of the association.

e. DIVERSITY COMMITTEE supports the Association's work with regard to diversity and equity within the membership, leadership, annual meetings, and in the field more generally. The committee works independently and collaboratively with other committees to foster inclusivity and promote the meaningful involvement of historically-marginalized populations, in particular those based on race/ethnicity, spiritual beliefs, gender, sexuality, class, and ability. The committee also advances the inclusion of unaffiliated oral history activists and practitioners.

f. EDUCATION COMMITTEE promotes the use of oral history in the classroom and works to ensure the Association meets the needs of educators. The committee creates and maintains networks of educators to facilitate communication; promotes excellence and innovation in oral history education; and provides professional development resources for educators at all levels.

g. EMERGING PROFESSIONALS COMMITTEE ensures the Association is welcoming and professionally relevant to new professionals entering the field (including students, interns, early-career oral historians, and oral historians seeking their first professional jobs). The committee helps create an inclusive and nurturing community within the Association by providing resources, advice and mentorship initiatives, networking opportunities, and by advising Council on policies and procedures to advocate for new professionals within OHA and the public sphere.

h. FINANCE COMMITTEE oversees the finances of the Association and provides information and advice to the officers and Council on their fiduciary responsibilities with respect to OHA income, expenses, and investments. To promote an informed and transparent decision-making process, the committee reviews the annual budget and audit, and ensures the executive office maintains appropriate financial records.

i. HISTORY COMMITTEE works to collect, preserve, interpret, and activate OHA's formal & informal history. The committee does this through engagement with Council, oral history practitioners, potential archival donors, and the OHA's archives at the University of North Texas, as well as through implementing their short- & long-term changes.

j. INTERNATIONAL COMMITTEE fosters and maintains relationships with oral history programs, organizations, and practitioners beyond the United States.

The committee maintains open communication with these constituencies and advises the association as it seeks to support and advance the practice of oral history abroad and enhance the presence of non-U.S. practitioners within the membership. The committee serves as the liaison to the International Oral History Association, and encourages the reciprocal participation of members of both in the others' organization, annual meetings, and publications.

k. MEMBERSHIP COMMITTEE promotes the mission of the Oral History Association by ensuring the growth of a dynamic and diverse membership. The committee maintains membership data, conducts membership drives, and promotes efforts to enhance membership benefits and involvement in the association.

l. 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, and collaborates with the Diversity Committee and others to fulfill its charge and promote clear pathways toward leadership within the OHA.

m. PUBLIC PROGRAMMING COMMITTEE sponsors and hosts a yearly program of events, workshops, and other gatherings relating to oral history and aligned with the needs and interests of the membership of the Association.

n. PUBLICATIONS COMMITTEE develops and implements a comprehensive and professional publications program for the Association that reflects the diverse and varying interests and needs of the membership and broader public. The committee reviews and solicits publications both in traditional print and electronic formats, including white papers and pamphlets produced by segments of the OHA.

o. SCHOLARSHIPS COMMITTEE selects recipients for the OHA Annual Meeting scholarship awards.

Committees fulfill the responsibilities described above and as specified in an annual charge given them by Council. All committees are responsible for making a report of their work to Council—once in advance of the midwinter meeting and again in advance of the annual meeting—and whenever Council may request. As the foundation of the Association's work, committees are also responsible for suggesting ways the Association might better serve its members and fulfill its mission and goals.

Committees have the right to make motions at the annual business meeting without the need for a second for the motion to be considered by the floor. All committees will be

assigned a meeting time at the annual meeting and in consultation with the vice-president/president-elect, committees may sponsor sessions at the annual meeting.

Each year, with the advice and consent of the OHA President, the Committee on Committees selects members to serve on all committees (with the exception of the Nominating Committee, whose membership is determined as described in these Bylaws). Committee members must be members in good standing of the Association and no one person can serve simultaneously on more than one committee. Committee membership should reflect the diversity of the membership of the Association and ensure the inclusion of groups who have been historically-marginalized within the profession. Annual committee assignments are finalized in the fall of each year, included in the annual meeting program, and terms of service begin and end at the beginning of the annual meeting. As part of their service, committee members are required to participate in committee meetings during the year, attend the annual meeting, and take an active role in supporting the committee's charge.

In order to encourage and maintain effective communication between Council and the Committees, each Council member and officer (except for the Vice President/President Elect) will be assigned to serve as a liaison to one or more Committees. Council liaisons are non-voting, ex-officio members of the Committee to which they are appointed. Liaison assignments for the upcoming year are made by Council immediately upon the installation of new Council members and Association officers.

Each committee is guided in their work by one or more chairs. Committees select their own chairs by the Annual Meeting and notify the President of their decision. Chairs are responsible for fostering an open and democratic process for their committee. They convene and preside over committee meetings and, with the participation of the committee members, develop an agenda for each meeting and keep a record of the attendance and minutes. Chairs are tasked with collaborating with their Council liaison to maintain open and informed communication between the committee and Council. Toward that end, they are responsible for preparing and presenting reports of the committee's work to Council.

TASK FORCES

15. The President, in consultation with Council, may create a task force to meet any needs of the Association. A task force is an ad hoc committee of members charged with specific (usually time-limited) tasks. The President shall appoint a task force chair (or chairs) and will work with them to appoint members and develop a clear charge, including the work they are to accomplish and a timeline for its completion. If no members of Council are appointed to the task force, the President will act as liaison.

Task forces make reports of their work in progress to Council, as requested. When they have completed their work, they make a full report to the Council for formal action. Once Council recognizes their charge as complete, the task force is disbanded. If the work of the task force reveals itself to be a continuing need, Council will consider whether to convert the task force into a standing committee.

CAUCUSES

16. The OHA is defined by its mission and governance documents, but also by the interests, concerns, and needs of its membership. One of the ways these shape the Association is through our caucuses. A caucus is a formally-recognized group within the membership, one defined by a shared identity, interest, or other criteria. The goal of a caucus is to foster community and inclusivity while creating mutually-beneficial relationships within the Association.

Caucuses are created by members according to their own initiative and interest. Council formally recognizes a Caucus upon their request and in accordance with the goals of the Association. In general, a request for recognition should be made by at least ten (10) members in good standing and include a succinct description of the defining composition of the caucus. Once recognized, caucuses will be advertised within the Association and its membership. They will also be given meeting time within the program of the annual meeting.

Caucuses have no formal responsibilities to the Association but, as recognized and valued segments of our community, the OHA welcomes their voice, advocacy, and contributions toward strengthening the work of the Association.

In order to maintain formal status, each caucus must submit the names of up to two co-chairs and a roster of current members at the end of each annual meeting. Chairs are responsible for convening the caucus and maintaining formal status. They should be selected by the caucus members on an annual basis and in a manner agreed to by a majority of those participating.

AFFILIATE ORGANIZATIONS

17. The Council may authorize affiliate status for state and regional oral history organizations and other organizations who support the objectives of the Association. The Council may develop guidelines for such status, including unique dues for joint memberships. However, no agreements with other organizations may be in conflict with the Association's constitution and bylaws. Affiliate status in no way implies liability for the actions of other organizations.

PARLIAMENTARY PROCEDURE

18. Robert's Rules of Order shall govern the proceedings of the Association except as otherwise provided for in the constitution, bylaws, and special rules of the Association.

IDEMNIFICATION

19. To the full extent permitted by the Not-for-Profit Corporation Law of New York, the Association may indemnify any person who is or was a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he is or was a member, director, officer, employee or agent of the Association, or is or was serving at the request of the Association, as a member, director, officer, or employee, against expenses, including attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding.

Appendix C– OHA Strategic Plan (2020-2026)

MISSION STATEMENT, VISION STATEMENT, AND VALUES

ORAL HISTORY ASSOCIATION GOALS 2020-2026

- Inclusive Engagement and Participation
- Field-wide Advocacy
- Programming
- Organizational Excellence
- Financial Growth and Sustainability

STRATEGIES FOR ACHIEVING GOALS 2020-2026

MISSION STATEMENT, VISION STATEMENT, AND VALUES

MISSION STATEMENT

The Oral History Association (OHA) is a dynamic crossroads of ideas and people, connecting and inspiring practitioners, and supporting their work to ethically collect, preserve, share, and interpret memories which foster knowledge and respect.

VISION STATEMENT

We envision a world where a deep humanistic understanding of the past, developed through a process of listening and mutual respect, shapes a more inclusive and equitable future.

VALUES

- Respect. We advocate for a collaborative practice of oral history that values human experiences and promotes greater equity and inclusion in historical records.
- Inclusivity. We commit to creating an organization that values accessibility, inclusive practices, and diverse constituencies and perspectives.
- Quality. We promote our Principles and Best Practices to guide the creation, curation, preservation, dissemination, and interpretation of oral histories.
- Sustainability. We steward our field and organization to ensure that our work is valued and accessible.

- Transparency. We ensure transparent and participatory management of our association, accountable to all individuals and communities we serve.

ORAL HISTORY ASSOCIATION GOALS 2020-2026

Inclusive Engagement and Participation: The OHA is a transparent, inclusive, responsive, and valued resource with a growing body of diverse leaders and practitioners.

Field-wide Advocacy: The OHA is a nationally and internationally recognized advocate for oral history and a champion for the development and well-being of oral history practitioners and programs.

Programming: The OHA develops relevant, accessible, and innovative programming that enhances practitioners' ability to do meaningful oral history work.

Organizational Excellence: The OHA membership, leadership, and executive office build a transparent and inclusive organizational structure that facilitates our mission.

Financial Growth and Sustainability: The OHA grows and sustains its financial foundation through prudent management of current income and investments, diversifying sources of income, and fundraising towards endowment growth.

STRATEGIES FOR ACHIEVING GOALS 2020-2026

Inclusive Engagement and Participation: The OHA is a transparent, inclusive, responsive, and valued resource with a growing body of diverse leaders and practitioners.

Strategies
Make space that addresses the needs of people of color, Indigenous people, working class people, people with disabilities, and other people practicing oral history who have historically been marginalized.
Actively develop programming, representation, and/or reciprocal relationships with organizations that will help expand the body of oral history's diverse leaders, practitioners, advocates, and stakeholders.
Diversify Council and other leadership roles through proactive recruitment and orientation, transparency around governance, and an inclusive and engaged committee system.
Build structures and resources to value and support service to the organization independent of individual external support.
Prioritize accessibility in our programming, communications, and best practices.

Field-wide Advocacy: The OHA is a nationally and internationally recognized advocate for oral history and a champion for the development and well-being of oral history practitioners and programs.

Strategies
The OHA develops relationships with funders in order to advocate for oral history and to disseminate best practices and ethical standards.
The OHA creates and disseminates a robust suite of advocacy tools and best practices that support practitioners throughout their careers.
The OHA participates in a variety of decision-making spaces across community, civic, industry, governmental, and academic spheres to raise awareness about the field and its needs.

Programming: The OHA develops relevant, accessible, and innovative programming that enhances practitioners' ability to do meaningful oral history work.

Strategies
Experiment with annual meeting formats to increase accessibility and diversity of attendance by expanding partner/stakeholder participation in program content, exploring non-traditional meeting locations, and implementing alternative models for program events.
Develop programming to provide professional development and networking opportunities outside of the annual meeting.
Partner with other organizations, including regional oral history associations, to provide programming and networking opportunities that enhance collaboration, community engagement, and oral history knowledge and practice.

Organizational Excellence: The OHA membership, leadership, and executive office build a transparent and inclusive organizational structure that facilitates our mission.

Strategies
Grow, diversify, and strengthen community within the membership, paying particular attention to the needs of emerging and under-represented practitioners.
Diversify Council and other leadership roles through proactive recruitment and orientation, transparency around governance, and an inclusive and engaged committee system.
Build Council, membership, and committee engagement through effective communication, transparency, and providing the resources necessary for all to meaningfully participate in the organization.
Ensure that staffing levels and compensation meet the needs of this strategic plan and that staff have the information and tools they need to excel in their roles.
Determine the most sustainable administrative structure to support OHA's work.
Develop organizational structures and procedures that allow us to be responsive to members' needs and concerns in all aspects of the OHA's work.

Financial Growth and Sustainability: The OHA grows and sustains its financial foundation through prudent management of current income and investments, diversifying sources of income, and fundraising towards endowment growth.

Strategies
Expand the ways we raise private funds from members and others.
Appoint a development committee to create an annual fundraising plan that supports OHA's fundraising goals.
Cultivate relationships with foundations and federal funding programs for high visibility/high impact programmatic initiatives.
Actively seek collaborative partnerships for funding opportunities.
Regularly evaluate and optimize financial management in alignment with our values.

Appendix D– Nominating Committee Processes

Purpose. Each year the OHA Nominating Committee will recruit and formally nominate a slate of candidates for OHA Council and First Vice President.

Composition. The OHA Nominating Committee shall be made up of six persons elected by the membership. Members of the Nominating Committee will serve a two-year term, with three new members being elected each year. The OHA President appoints the elected First Vice President as the liaison between the Nominating Committee and the Council. The First Vice President's role as liaison includes assisting with new Committee member orientation and communicating information between the Committee and the Council.

Term. Members of the Nominating Committee shall serve two-year terms, with three being elected each year.

General Time Commitment. The OHA Nominating Committee generally meets 2-3 times per year virtually with an in-person meeting in conjunction with the OHA annual meeting. Virtual meetings are generally 1 hour, plus 1 hour for preparation. Assigned committee member tasks between meetings total about 2-3 hours annually.

Guidelines. The following guidelines for the OHA Nominating Committee represent both ideal past practice and future goals to help the OHA exercise professional leadership.

The tasks of the Nominating Committee are straightforward and weighty: Selecting individuals who will be candidates of the offices that make much of the OHA work – OHA First Vice President and any Council seats scheduled for vacancy at the end of the existing term. There are five Council seats, serving a three-year term in a rotation pattern of 2 seats, 2 seats, 1 seat.

Many considerations go into these nominations. The work of oral history is accomplished by individuals of different ages, genders, backgrounds and lived experiences from throughout the United States and the world. They represent a diversity of public, private, and independent practitioners with a variety of disciplinary experience and perspectives. No single set of nominees in one year will likely produce candidates from all segments of our profession, but organizational leadership should reflect the exceptional breadth, diversity, and distinction of the membership at large.

The Nominating Committee should be concerned about serious over-representation of one or another group in organizational leadership, avoiding a substantial overrepresentation of individuals from similar backgrounds where possible. It is important for the Nominating Committee to strive to keep diversity, in all its meanings, in mind at all times, and seek out candidates who have demonstrated a commitment

(even if small) to the OHA. The Nominating Committee should work with the executive office to make sure all nominees are OHA members with a record of responsible institutional service. This record might vary given the state of an individual's career, but it is important because nomination for an OHA office should not be a vehicle for membership recruitment.

- (Standing Resolution) 10-12-88: It was moved, seconded, and carried that whenever possible, the Nominating Committee should seek slates balanced with respect for gender, geography, ethnicity, and affiliate status.
- 10-26-94: It was moved and seconded that addenda be added to the time frame: the Nominating Committee and Council can offer to extend a two-week grace period to pay dues to potential nominees; and at the beginning of the OHA annual meeting, the chair will post election results with a notation of when they are effective.

The Nominating Committee should prepare for their work in the following way:

The term of a nominating committee begins when the new term of elected candidates take office, generally as the organizational president passes the gavel to the existing vice president at the annual fall OHA meeting.

Selecting a chair/vice-chair:

The first task for the Nominating Committee is to select a chair and a vice-chair for the upcoming year. While there isn't a set procedure for how the committee chair is chosen, the common pattern is for the vice-chair from the previous year to move into the chair position as they enter their second-year term. If no vice-chair exists, the chair can be chosen by members of the Nominating Committee out of the three members beginning their second-year term. The vice-chair is to be selected from members in their first-year term on the Nominating Committee. Most often the chair and vice-chair are proposed through an open call for nomination from committee members, including self-nomination, followed by discussion and voting from the committee members. If there is dissent, a solution could be for the creation of an anonymous ballot by the first vice president. As the vice-chair moves into their second-year term, they will be expected to take on the chair responsibilities.

The Work of the Committee

The outgoing chair of the Nominating Committee transfers files to the incoming chair reflecting the past year committee work, including a timeline for action and tasks, a list of ballots from previous 10 years, list of Nominating Committee consideration from previous 5 years, including relevant notes, including identified alternate candidates or

feedback from potential candidates, Nominating Committee reports for at least five years and an OHA Committee member and chair list for at least five years.

Upon notification of successful election to new year positions, the Nominating Committee should begin communication initiated by the vice-chair/incoming chair in order to schedule the initial committee meeting, either at the annual meeting, if committee members are attending, or shortly after the annual meeting in October or early November. This meeting will be to describe the work and timeline of the committee, assign tasks and begin conversations about potential slate of candidates.

In recent years, the committee has created an open call for nominations for general membership. If the committee determines this as a part of their process for a given year, this should be done as early as possible, with a potential ending date for solicited nominations before the end of the calendar year. Committee members should simultaneously be working to communicate within the committee potential nominees during this time.

- (Standing Resolutions) 2-3- 83: Council passed a resolution recommending that the Nominating Committee consult the Council and the membership for suggestions when selecting a slate of nominees. The Nominating Committee shall give due consideration to the diversity of the Association in order that all constituencies shall be represented in its governance.

A slate of potential nominees, along with several potential reserve nominees should be presented to the OHA Council ahead of the Mid-Winter meeting, which generally is held in February. The OHA Executive Office will communicate deadlines for committee reports well-in advance of the scheduled date for this meeting. OHA Council will review names proposed for this slate in consultation with the executive office in order to determine eligibility for election. Once approved, the OHA Council, through the liaison, will communicate any questions, suggestions, or approval for moving forward with contacting potential nominees.

- (Standing Resolution) 11-6-90: It was moved, seconded and carried that every member of the Nominating Committee must be involved in the committee's final deliberations. The chair of the Nominating Committee may not report a final slate of nominees until each and every member of the committee has been involved in discussion and polled.
- (Standing Resolution) 10-7-03: It was moved, seconded, and carried to ask the Nominating Committee to appoint at least two alternatives in the event that a candidate withdraws.

The Nominating Committee chair (or delegates appointed at the discretion of the chair) will then begin to contact the potential candidates with an invitation to run for the

position in which they were nominated. If more nominees decline the nomination than are available on the list presented and reviewed by OHA Council, the Nominating Committee will reconvene to identify further potential candidates then present these recommendations to Council for review and discussion, before moving forward in contacting those individuals. The Volunteer Guide can be used to communicate the expectations for service to the OHA in each role.

Once nominees agree to participate as a candidate in the upcoming election, they will be put in contact with the OHA Executive Office to communicate the required information for the creation of the election ballot.

All candidate positions should be filled by the end of May in order for the candidate slate to be announced to membership in the June membership newsletter with the election closing in August, at the latest.

After all candidate positions are filled, the Nominating Committee chair, in communication with the full committee, will submit a final report on the work of the committee.

Appendix E– Volunteer Guide to the Work of the OHA Annual Meeting Program Committee

Goals and Objectives of the OHA Annual Meeting

The annual meeting is one of the most important services that the OHA offers. The meeting provides an extended venue for oral historians from diverse areas of practice and concerns to come together for four days of conversation on an array of topics related to oral history. As the committee creates its meeting's unique goals and objectives, members should keep in mind the OHA mission, vision, and values statements.

MISSION STATEMENT

The Oral History Association (OHA) is a dynamic crossroads of ideas and people, connecting and inspiring practitioners, and supporting their work to ethically collect, preserve, share, and interpret memories which foster knowledge and respect.

VISION STATEMENT

We envision a world where a deep humanistic understanding of the past, developed through a process of listening and mutual respect, shapes a more inclusive and equitable future.

VALUES

- Respect. We advocate for a collaborative practice of oral history that values human experiences and promotes greater equity and inclusion in historical records.
- Inclusivity. We commit to creating an organization that values accessibility, inclusive practices, and diverse constituencies and perspectives.
- Quality. We promote our Principles and Best Practices to guide the creation, curation, preservation, dissemination, and interpretation of oral histories.
- Sustainability. We steward our field and organization to ensure that our work is valued and accessible.

The OHA Annual Meeting Audience

On average, 500-600 oral historians attend the meeting each fall. Attendees represent a variety of professional environments and interests, including, but not limited to:

- Faculty

- Activists
- Community Groups
- Educators
- Students
- Independent Practitioners
- Documentary Filmmakers
- Editors/Exhibitors
- Archivists
- Public/Host City Community

Annual Meeting Program Committee Responsibilities

The Annual Meeting Program Committee is responsible for the content of the annual meeting. These responsibilities include:

- Contributing to the creation of a clear and inclusive Call for Proposals Ensuring that the content of the meeting is in accord with the mission of the OHA
- Thoughtfully considering and internally commenting on annual meeting presentation proposals received
- Developing or soliciting ideas for keynote speakers, workshops, plenary sessions, and other invited sessions that address current professional issues of interest to members.
- Encouraging the submission of full session proposals from colleagues, especially on traditionally underrepresented topics
- Creating compelling annual meeting sessions from individual proposals when necessary
- Coordinating with OHA staff and adhering to deadlines to ensure timely communication of program decisions to proposers and the wider OHA.

OHA Staff Responsibilities

- Annual Meeting Site Selection
- Budget Management
- Tour and Speaking Contracts
- Tour Logistics (e.g., transportation, tickets)
- Acceptance and Rejection Notices to Proposers
- Session and Event Scheduling
- Room Setup and Audiovisual Requirements

- Ancillary Programs and Workshops
- Food and Beverage Functions
- Marketing
- Exhibits and Advertiser Solicitation and Management

Session Format Types and Definitions

The following are examples of session formats and are not intended to be exhaustive. The committee is encouraged to design innovative sessions that may not align precisely with these categories.

The descriptions of many session types include approximate allotted times for each presentation. The times included are suggestions to ensure equity for all involved, including giving the audience time to ask questions.

Accessibility accommodations may be granted by The Conference Committee who will work directly with applicants to discuss feasibility regarding space and technology.

Panel: Three to four panelists each deliver a 10–15-minute presentation, followed by a facilitated discussion among the panelists and with the audience. Proposals should focus on a coherent topic or theme and include a non-presenting panel chair.

Listening Session: One to four presenters share excerpts from oral interviews and engage the audience in conversation. This format encourages discussion of ethical, interpretive, and/or practical issues in the oral history process, including shared interpretation of interviews or feedback on research methods and practice.

Roundtable: A session featuring three to four speakers who offer limited opening remarks before engaging primarily in discussion with each other and the audience on a shared topic, issue, or theme. A designated moderator is advised to facilitate discussion.

Hands-On Session: One to two facilitators guide an interactive “how-to” session on an oral history or community engagement tool, technology, technique, lesson plan, or software. Attendees actively engage with the content through hands-on practice or planning for real-world use.

Individual Presentation: A single presentation lasting approximately 10-15 minutes. Individual presentations will be topically or thematically paired with 2-3 others to form a complete panel, with an assigned chair who will facilitate. An audience discussion typically concludes with the set of presentations.

Other: The OHA Conference Committee encourages non-traditional/creative alternatives to the above session types. This could include (but is not limited to): Performances, Lightning Talks/PechaKucha, Campfire Sessions, Birds-of-a-Feather gatherings, etc.

Roles/Responsibilities:

Session Chair: This person assumes the leadership role for the group. They will 1) be the liaison between the panel and OHA, 2) make sure all presenters are informed about and prepared for the conference, 3) steer the session (introduce the topic and the participants, hold presentations to agreed upon time limits), 4) moderate the session's question-and-answer period, and 5) conclude the session on time. The Chair makes sure the session is organized and cohesive.

Roundtable Moderator: This person moderates the roundtable discussion, ensuring active and equitable participation from the roundtable presenters and the audience. Typically, this person assumes the same duties as the Session Chair, described above.

Other Session Types

Pre-Conference Workshop: One to three facilitators lead a 3–4-hour instructional workshop focused on building knowledge or skills related to oral history practice or relevant to oral history practitioners. Topics should be appropriate to the time allotted, and facilitators are expected to plan for active participant engagement. Pre-Conference Workshops require an additional registration fee for attendees, and facilitators receive a stipend. Examples of previous Pre-Conference Workshops are available here.

Poster: One to four presenters present a poster that visually communicates a project or topic. Posters should clearly convey main points through visual design, with text and images legible from several feet away. Details regarding size and technical requirements will be shared upon acceptance. Printed, digital, and multimedia posters are welcome, and electricity and internet access will be provided. Poster proposals only will be accepted through late spring.

Submission Content Deadlines

All session categories are **required** to provide the following: from the options above and providing contact information, session or individual proposals will be asked to provide the following:

1. **Contact Information**
2. **Title:** The title should accurately reflect the essence of the presentation. As titles will be used independently of abstracts in the conference program, quick guide, room signage, and other materials, they should provide enough information for planners and attendees to understand the presentation's focus.
3. **Brief Summary:** 1-2 sentences that will be included in the program for participants to obtain basic information about the session content

4. **Abstract:** Limit 300 words included in the proposal submission to the Oral History Association Annual Meeting serve two purposes. First, they are the basis upon which the Conference Committee evaluates and selects items for inclusion in the meeting schedule. Secondly, they serve to inform conference attendees about the content of sessions. Composing an informative and concise abstract is key to having your proposal fairly evaluated and selected, AND for having a well-attended session with an engaged audience. The following elements are recommended to incorporate into the abstract:
    a. **Context**: Provide a sentence or two about the larger issues, events, time period, or population within which the presented work is considered.
    b. **Relation to theme:** Each OHA conference has a theme, described in detail in the call for papers posted on the OHA website. There is always considerable leeway within the stated theme for presentation subjects, and Conference Committees give careful consideration to all proposals. However, relating your proposal to the conference theme can be beneficial.
    c. **Oral history component:** The most important criterion for OHA proposals is a clear connection to some aspect of oral history.
    d. **Engagement or Interactive component:** Provide some information about what tools, technologies and/or strategies you will use to engage participants.
    e. **Summary, Conclusions, and Audience Takeaways**: Concisely summarize the content of the proposed presentation and state the conclusion, result, policy, action, or next steps and what audiences will gain by attending this session.
5. **Tags**: The Conference Committee will use these selected tags to help with programming, and conference-goers will use them to learn more about scheduled sessions.
6. **Participant Bio(s):** Limit 250 words each. Bios will be used internally by the Program Committee and not shared with Annual Meeting attendees.
7. **Preferred Session Length:** Your preferred session length are generally 60 or 90 minutes.

Optional:

Special Requirements/Accommodations: If you/your presentation requires special equipment beyond the standard audio/video/projection technology which OHA makes available in all presentation rooms, or if you have special requirements for room size or

arrangement or other facilities, you may note those requests here. OHA will do its best to provide accommodation.

Frequently Asked Questions

General Information

Where and when are we meeting?

The committee should meet in-person for the first time at the annual meeting in October to plan the annual meeting for the following year. This initial in-person meeting is essential for fostering broad discussion, relationship-building, and idea development. The committee may meet virtually in August or September, prior to the October conference, to conduct introductions and begin work on the Call for Proposals. After the call for proposals closes in January/February, the committee should consider meeting virtually each month through the spring and summer to review proposals and help put together the program. February-April tends to be the most intensive work period for reviewing panel proposals.

Does the OHA provide compensation to the Program Committee?

The OHA is unable to pay volunteers but has historically provided free basic registration for the annual meeting to the Program Committee and Local Arrangements Committee.

Proposal Review

How many sessions should we accept? How many sessions do we need to reject?

The number of sessions at each OHA Annual Meeting is contingent on the space for our conference location each year, though on average that is about 100 sessions each year. However, each session should be scored based on its own merit without concern for the total number of sessions to be accepted. In the final review, the committee will ensure that the appropriate number of sessions for that year's meeting space.

Are we required to accept a proposed session that is co-sponsored by an affiliate organization?

All proposals should be evaluated the same, regardless of their sponsorship status.

I was contacted by a proposer who missed the submission deadline. Is there elasticity in the deadline?

No, we cannot accept session proposals after the deadline.

Is it permitted to present papers that have already seen publication in some form, as articles or books?

If the proposal or the topic is interesting, the committee can suggest that the session be reconstructed as an interview or roundtable.

When reviewing sessions, can the Program Committee accept one or two papers (or presenters) in a group but reject others, replacing the rejected paper with proposed single papers or solicited papers?

Where there may be cases where this might be beneficial, it is best to accept or reject a session proposal as a whole.

Sample Annual Meeting Schedule of Events

Wednesday

Pre-conference workshops in the morning & afternoon

Evening Reception

Tours

Thursday

Morning and Afternoon - 3 or 4 concurrent sessions

Plenary or keynote

Block for lunch

Morning and Afternoon Coffee Breaks

Evening Reception

Tours

Committee/Caucus Meetings (will schedule one block for these on Thursday, Friday, or Saturday)

Exhibits

Friday

Morning and Afternoon - 3 or 4 concurrent sessions

Plenary or keynote

Block for lunch

Morning and Afternoon Coffee Breaks

Evening Reception

Tours

Exhibits

Saturday

Morning and Afternoon - 3 or 4 concurrent sessions

Plenary or keynote

Poster Session

Block for lunch

Morning and Afternoon Coffee Breaks

Tours

Community Workshop

Exhibits

Proposal Engagement

From *August to early January of the year of meeting,* the Program Committee develops and issues call for proposals, meets at the fall meeting, promotes call for proposals, and solicits sessions. The Local Arrangements Committee members may work to solicit sessions that match potential offsite session venues and begin investigating tour possibilities. The online proposal system will open for submissions in November and close in late January or early February of the conference year.

Session Review Timeline

January to February (year of meeting)

The deadline for submission of proposals occurs in late **January or early February.** Committee members will generally be randomly assigned sessions to review by the end of February.

- **February to April** Program committee members review submissions, assemble sessions from individual papers, determine workshops and leaders, select plenary and keynote speakers. Send out notices to all by the end of April.
- Acceptance and Rejection Notices Sent to Session Participants

May

The OHA office e-mails acceptance/rejection letters to session participants. Committee members may be called upon to provide feedback in the rare case a session proposer of a rejected proposal requests further information.

June

Speaker Agreements: By the end of **June,** all workshop leaders and plenary and keynote participants must respond to the agreement that confirms their participation in the annual meeting. The speaker agreement also outlines the terms and policies of the OHA.

Session Scheduling: The OHA staff will create a schedule of sessions, being careful to avoid overlap of session topics and participants. The preliminary program will be released in late June or early July.

August

Final deadline for the annual meeting program. Participants may suggest changes or offer corrections to the draft program until August 1. All information for special events, tours, and plenary sessions must be in by this time.

Appendix F– FAQs on OHA Committee Appointments, Term, and Service

1. How are members appointed to OHA Committees?

Appointments to all non-elected Committees are made by the elected "Committee on Committees" (with the advice and consent of the OHA President), in consultation with current Committee chairs. To help the process, each year the OHA circulates an open call to all OHA members encouraging them to volunteer for service.

2. How many members are appointed to each Committee?

Standing committees are typically composed of six to eight members. This number may vary from year to year based on committee needs or upon the recommendation of the committee chair(s) or the Council liaison.

3. Do I have to be an OHA member to serve on an OHA Committee?

Yes, the OHA Bylaws require committee members to be members of the OHA.

4. What is the standard term of service for members of an OHA committee?

Committee members are typically appointed for a three-year term.

5. When does a term of service begin and end?

The Bylaws state "terms of service begin at the beginning of the annual meeting." The term of appointment begins with the adjournment of the annual meeting and ends with the adjournment of the annual meeting in the last year of appointment.

6. Can I serve on a committee for more than one term?

Yes. Committee members serve three-year terms, but the OHA allows for the possibility of being reappointed for a second consecutive term.

7. Am I required to attend the Annual Meeting when I'm on a committee?

The OHA Bylaws state committee members are "required" to attend the annual meeting. In an era of Zoom and increasing financial and other constraints, the OHA sees this as an aspirational goal. Committee members should make every reasonable attempt to attend the annual meeting, but the inability to do so is not a reason to deny committee service.

8. Are committee chairs or members compensated for their service?

The OHA is a volunteer organization. With the exception of one staff member in our main office, the work of the association—from the President to the Council to the Committees and Task Forces—is done with the generosity and commitment of our members. Of course, service has intangible benefits: playing a role in advancing oral history and the OHA; professional development; networking with other oral historians; and learning about creative work of oral historians around the world.

9. Can I serve on more than one committee at the same time?

The OHA bylaws limit members to service *on one standing or award committee at a time*, except for service committees (Scholarship Committee, Annual Meeting Program Committee, Annual Meeting Local Arrangements Committee) Members could also simultaneously serve on a committee and a Task Force.

10. What if a member can't fulfill their term?

Sometimes, members of Committees are unable to complete their full, three-year term. When that happens, the members should inform the Committee chair(s), who will then inform the Council liaison to their committee. Then, the OHA President, in consultation with the Council and/or the Committee on Committees, will appoint a replacement, either for the duration of the unfilled term or for a full three-year term.

11. What if someone wants to join a committee during mid-term?

Unless a committee requires a replacement member, or needs more members to do their work, members are only added to committees during the regular appointment timeline as set by the Committee on Committees. If the committee would like to request an additional member during the year of service, the committee chair should communicate their request to their Council liaison, who can bring the request forward to the OHA Council.

FAQs on Committee Meetings and Chairs

11. What if someone wants to join a committee during mid-term?

Unless a committee requires a replacement member, or needs more members to do their work, members are only added to committees during the regular appointment timeline as set by the Committee on Committees. If the committee would like to request an additional member during the year of service, the committee chair should communicate their request to their Council liaison, who can bring the request forward to the OHA Council. **1. How often do committees meet?**

Committees should meet no fewer than four times per year, and more frequently as needed. Meetings take place virtually, to maximize participation and accessibility.

2. How are committee meetings scheduled?

Committee meetings are scheduled by the committee chair(s) in consultation with committee members. Chairs are encouraged to identify a recurring day and time that accommodates all members and subsequently establishes a meeting schedule for the year in advance.

3. What is the structure and purpose of a typical committee meeting?

Committees and chairs have discretion to establish their own meeting practices. The following agenda elements are recommended to support efficient and productive meetings: (1) brief introductions or check-in; (2) review of ongoing matters ("Old Business"); (3) discussion of new matters ("New Business"); and (4) a closing summary of decisions and action items to be completed before the next meeting.

4. What support does the OHA Executive Office provide for committee meetings?

While OHA staff do not schedule or facilitate committee meetings, the Executive Office provides videoconferencing tools for committee use. In addition, the main office is available to assist with committee-related needs, including access to OHA data or information and guidance on procedural or organizational matters. .

5. How are chairs or co-chairs chosen? What are their terms of service

According to our Bylaws, "committees select their own chairs by the annual meeting and notify the president of their decision." To "lighten the load," committees may elect to appoint co-chairs instead of one chair.

Committees may choose chairs in a variety of ways, including by volunteer nomination or seniority. Some committees may benefit from co-chairs with staggered terms, to aid continuity. Regardless of selection method, the term of service for the chair(s) should be one year, so each new committee has a chance to select their own leadership. It is both possible and common for chair(s) to renew their term and serve for multiple years.

6. What is the role of the Council liaison on a committee?

Each year, one of the elected members of the OHA Council (the leadership body of the OHA) will be appointed to serve as the Council liaison to the committee. According to the OHA Bylaws, the purpose of the liaison role is "to encourage and maintain effective communication between Council and the Committees." While they are expected to attend and participate in all committee meetings, they do NOT vote as part of the committee's decision-making processes.

7. What practices can committees adopt to maximize their productivity and effectiveness?

Committee(co)chairs are responsible for convening and running the meetings which requires clear communication with the committee members. This communication includes sending timely notifications about upcoming meetings, work to be done before meetings, and creating & sharing an agenda prior to the meeting.

. We recommend one or more committee members volunteer to act as a secretary and take notes during meetings. The minutes should then be shared with the next meeting's agenda.

Subcommittees are another excellent way to create smaller groupings of members who can meet in-between full committee meetings and complete specific tasks or work.

Ultimately, the more the work is shared, the easier it is for the committee to succeed in a way that benefits the OHA while respecting the generosity of our time.

8. How frequently are committees required to report on their work, and who is responsible for preparing these reports?

The OHA Bylaws require committees to make a report of their work to the OHA Council twice a year—once before the Council's "Midwinter meeting" and again before the OHA Annual Meeting. (The Council may also request additional reports if necessary to the work of the association.) The Council and the Council liaison to each committee will always notify committee (co)chairs in advance of when reports are due. They will also provide guidance on what to include.

While the committee chair or co-chairs are responsible for preparing the final report and submitting it to Council, the report should reflect the collective input and participation of the whole committee. We recommend making it part of the work of a committee meeting, or tasking members with drafting components of it.

9. What formal powers, if any, are granted to committees within the OHA?

Committees are official bodies within the OHA. As such, they have the right to make motions at the annual business meeting. They should add these motions to the agenda of the business meeting in advance, by notifying Council or their liaison of their intended motion. However, they can also make a motion from "the floor" of the meeting, if it represents the majority of the committee. In either case, a motion from an OHA committee does not require a "second" to be moved and considered.

All committees also have the right to become part of the annual meeting. Unless otherwise notified, committees will automatically be assigned a meeting time at the

annual meeting and, in consultation with the vice-president/president-elect, may sponsor sessions at the annual meeting.

10. How do committees conclude their term year?

We recommend that committee chairs initiate a discussion of succession (or term renewal) in the second half of their term year. The committee should also use this period to complete their work and/or determine what they can do to best equip the next committee to continue unfinished work in their term year. Finally, outgoing chairs and committee members should consider how to best orient newcomers before or during the annual meeting, when the change in committee membership formally takes place.

11. Can committee service be formally documented for personnel or professional records?

Yes! The OHA Executive Office will provide committee members with an official letter recognizing and explaining their service to the OHA. This letter typically comes at the end of the year of service, but it's also available upon request.

Appendix G– OHA Council Liaison Assignments

Role of Liaison: This person is a member of Council who serves to keep the committee connected to Council and serves as the committee's advocate in Council. Council liaisons are non-voting, ex-officio members of the Committee to which they are appointed. Liaison assignments for the upcoming year are made prior to the annual meeting.

Current Liaisons

- Advocacy Committee

Liaison: Anna Sheftel

- Committee on Committees

Liaison: Mark Cave

- Development Committee

Liaison:Sarah Milligan

- Diversity Committee

Liaison: Elena Foulis

- Education Committee

Liaison: Adrienne Cain Darough

- Emerging Professionals Committee

Liaison: Fanny Garcia

- Finance Committee

Liaison: All Officers

- International Committee

Liaison: Mark Cave

- Membership Committee

Liaison: Abby Perkiss

- Nominating Committee

Liaison: Farina King

- *The Oral History Review* Editorial Board

Liaison: Sarah Milligan

- Publications Committee

Liaison: Farina King

- Public Programming Committee

Liaison: Adrienne Cain Darough

- Scholarship Committee

Liaison: Alissa Rae Hudson

Appendix H– OHA Executive Office and *Oral History Review* Team

The Oral History Review Editorial Team

Holly Werner Thomas, *Editor*

Molly Todd, *Managing Editor*

Robert LaRose, *Copyeditor*

Jacey Anderson, *Book Review Editor*

Edward "Bud" Kliment, *Media Review Editor*

Executive Office Staff

Stephen Sloan, *Executive Director*, stephen_sloan@baylor.edu

Steven Sielaff, *Associate Director*, steven_sielaff@baylor.edu

Hailey Rowe, *Program Associate*, oha@oralhistory.org