

**Operations Manual**

**2018**

The Oral History Association is a non-profit organization incorporated in the state of New York in 1967. It is a membership organization for those who are committed to the value of oral history. OHA currently has in the range of 750-900 individual members each year as well as organizational partners and institutional subscribers to our Journal.

This manual describes how the organization runs and the programs OHA supports. It should be updated annually by the Executive Office to reflect current practice. The manual can be used as an introduction to the Association for new staff and leadership as well as a guide as they work to support its members.

The manual is organized in two parts, OHA management and OHA programs. Current OHA Policies are included in an appendix.

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**OHA MANAGEMENT**

**Structure and Leadership**

Documents

There are six documents that oversee the management and work of OHA. Three are public and posted on the website:

Constitution, amended 2017

By-Laws, amended 2017

Strategic Plan, ratified 2014

Three are used primarily by staff and leadership. They can be shared as needed, and new policies are often posted on the website for review:

Standing resolutions, to be amended 2018

Operations Manual, to be adopted 2018

Policies adopted by Council included in the Operations Manual appendix

The rules and policies described in these documents are followed by leadership and staff. If procedures change, these documents need to be updated in accordance with the stated amendment process. (For example, the Constitution states that it can only be amended by a vote of the membership.)

Leadership

OHA is led by a group of volunteers who serve as officers, Council members, and committee members. OHA has three officers elected for three-year terms: President, Vice Present/President Elect, and First Vice President. Each year, the President rotates off service and a new First Vice President is elected. OHA has a Council composed of the officers and five Council members who also serve a three-year term. Each year, one or two Council members rotate off service and new Council members are elected. This process allows both continuity and fresh ideas. The responsibilities of the officers are described in the Constitution, the By-Laws, and the **Council Roles and Responsibilities Policy** (see appendix).

Council Meetings

Council meets in person two times a year, once in February/March which is called the Midwinter Meeting, and once in conjunction with the Annual Meeting in October. Council members also participate in phone meetings via conference call when called by the President.

Elections

Officers, Council members, and Nominating Committee members are elected by an annual membership vote.

The current nominating committee is responsible for developing a slate of candidates for open positions on Council and for the First Vice President for the upcoming year. They first meet during the Annual meeting and have subsequent phone meetings to do their work. When they first meet, nominating committee should be given a timeline and details on how many positions to fill (for details on the committee’s work, please Nominating Committee folder in the OHA Google Drive). The First Vice President has oversight responsibility for the nominating committee and should attend their meetings.

Council and the First Vice President are responsible for developing a slate of six candidates (three pairs) for the Nominating Committee. The pairings should be made so that the outcome of the voting meets the need for diversity on the committee. For example, if the committee needs more men, two men should be paired to run against one another so that the person selected will be a man.

Both slates (Officers and Nominating Committee) should be sent to Council for approval at the midwinter meeting. This means that the First Vice President and Council should work to develop a list of potential nominating committee candidates and contact them for their approval prior to the midwinter meeting.

Upon approval by the Council, the full slate should be sent to the Newsletter editor for publishing in a spring issue. The office will solicit biographical and personal statements from each candidate as well as a headshot. Currently OHA uses Balloteer as its online election system ([www.balloteer.com](http://www.balloteer.com)). The online ballot is updated each year. Once ready, each OHA member in good standing is emailed with instructions on how to use the system. Their email address is often the login password. The election must be open for at least six weeks prior to the annual meeting according to our standing resolutions. OHA has begun having elections in late spring/early summer in order to give the winners more time to plan to attend the annual meeting. Generally about 100 members vote in the election in year.

To set up a new election, select purchase from the top menu and pay for an additional election. (The cost has been about $80 per year.) Create a new election and then use the edit function to add candidates.

Current member information will need to be imported from MemberClicks to establish who is eligible to vote. Include a couple of test or staff emails so you can test the voting system. Once all is working well, notify members that the system is open, when it closes, and how they vote.

**Office Management**

After years of volunteer management, OHA began to used paid staff when it first hired a part-time Executive Secretary to oversee the administration of the Association. The Executive Secretary was usually an employee of the current host institution. In 2012, OHA named its first full-time Executive Director, Cliff Kuhn, who began his tenure in January of 2013. The current staff configuration is an Executive Director or Co-Directors, a part-time administrative staff person, and graduate and undergraduate student assistants.

Responsibilities

The work of the OHA office is directed by officers and Council. OHA leadership sets the agenda for what is to be accomplished each year through a charge to the Executive Director listing priorities and projects. The office has assumed more responsibility through the years as the staff has grown. Many of the staff responsibilities are listed under each specific topic such membership, annual meeting, and awards.

At this time, OHA staff is responsible for many activities including:

* Answering email and phone inquiries about OHA programs and services, oral history best practices, partnerships, etc.
* Providing assistance to Council, committees, task forces, and other OHA groups
* Contracting for software and systems and maintenance of systems
* Posting and maintenance of OHA websites and social media
* Coordinating membership services and communication with members (all-member emails, bi-weekly News updates)
* Day to day financial management
* Annual meeting logistics, registration, and support for the Program chair and committee
* OHA Elections
* Oversight of award and grant programs
* Oversight of scholarship program
* Veteran History Project workshop program
* Ensuring all host institution guidelines regarding human resources are followed as well as other office tasks (for example, filing work orders to repair computers, etc.).

Inquiries

OHA receives frequent questions and requests from both members and non-members. These come in emails, phone calls, and letters. The office tries to answer and assist as much as possible in a friendly, welcoming way. Often the best way to help is to connect the inquirer with OHA members or organizations who are doing the same thing or who may have advice or connections. If you can’t help, at least try to provide some suggestions of people or places to contact.

Council and leadership support

The office serves as a resource for Council and committee members. Staff members often receive requests for information, contacts, how to use systems, and other items. These requests should be treated as high priority.

OHA is responsible for putting together Council meetings. Staff makes housing arrangements for the midwinter and October Council meetings, drafts an agenda in consultation with the President, and distributes this and all documents and reports to Council along with information on the hotel and meeting room. Staff arranges meeting space and beverages/food as needed. Council members make their own travel arrangements and submit an expense report for reimbursement. Reimbursement guidelines for both the midwinter and October Council meetings can be found in the standing resolutions.

For each Council meeting, the office should collect the following:

Committee report from each standing committee and relevant task forces

Executive Director’s report

President’s report

Financial reports (operating and endowment balances, budget vs actual, etc.)

Reports on new initiatives or programs, proposed policies, and any other new business

The office is responsible for taking minutes and/or transcribing audio recordings at all Council meetings and the Business Meeting at the annual meeting. Minutes should document any actions taken by Council and summary of discussions. An audio recording is helpful should more detailed review be required. Minutes of the prior meeting are distributed to Council for reviewal and approval at each meeting. The Business meeting minutes are distributed at the next Business meeting for approval.

Systems and software

The office is responsible for researching and suggesting vendors as needed for Council approval. Once approved, staff makes payments, keeps the software packages current, and works with vendors when questions or problems arise. Currently, OHA uses the following software packages. Most of these are discussed under the topic they support.

* MemberClicks: membership, annual meeting registration
* All Academic: annual meeting program submission
* QuickBooks online: financial tracking
* WordPress: primary website
* MailChimp: digital newsletter
* Balloteer: annual election
* Connex: conference calls

Conference calls

OHA has been using Connex for conference calls for many years. Other options may be available, but this has been working well to date. There is no need to make a reservation for a conference call, so this service has been very convenient for Council and committees.

Website

The main OHA website is a WordPress site hosted by Michigan State University and maintained by OHA staff. The office is responsible for posting information and features and website maintenance. At GSU, OHA did not have support for making changes to the website when needed. We used a graphic designer on a consulting basis when warranted, Seth Kelly at Helmet Studio, seth@helmetstudio.com.

**Committees**

The President is responsible for filling positions on standing and award committees. OHA standing committees are the Committee on Diversity, the Education Committee, Finance Committee, International Committee, Membership Committee, New Professional Committee, and the Publications Committee. Single purpose committees are the Nominating Committee, Scholarship Committee, and award committees. Descriptions of the committees and a listing of current members is posted on the OHA website. Committee charges can be found in the OHA Google Drive.

Active committees are the backbone of the Association. The OHA office supports and encourages committees as they work to complete their charge each year. There is currently a committee task force working to revise and strengthen OHA’s committee structure and procedures to include committee training, an open call for committee members each year, and improved communication between committees, members, and Council. Council member Allison Tracy is leading this effort, and the new procedures will hopefully be implemented throughout 2018 and can be added to this manual.

**Membership**

The OHA office handles collection of membership dues and maintenance of a membership list for individual and partner members. Until 2015, this was coordinated through Oxford University Press, the publisher of our journal. Now OHA manages individual membership in the office and pays an annual fee to Oxford for printing and mailing the journal to our individual members. This fee is based on the number of members on the list for the August mailing. In our contract, OHA receives 50 complimentary issues of the Journal, so that number is deducted from the total.

OHA uses membership software called MemberClicks. MemberClicks hosts our member website through which we process memberships, email our members, and post information. The current membership types and rates are below. Descriptions of current benefits are posted on the website and on the membership website.

Types and Rates

Member $75 per year

Student member $35 per year

Life member $1,000 one time fee which goes into the endowment fund

Partner member (for organizations) $450 per year

At this time, OHA does not have “institutional” members. Institutions and corporations can purchase subscriptions to our journal through Oxford University Press, but we do not consider those subscribers members or provide any services to them. A few organizations continue to ask for reduced annual meeting registration and such because they are institutional subscribers to the OHR. However, we are trying to transition to giving only individual and partner members discounts.

OHA’s subscription contact at Oxford is Jen Melvin (jen.melvin@oup.com). She will send a list of institutional and corporate members, along with those in consortia, each month for reference.

Renewal Process

OHA has calendar year membership. Those who join from January 1 through August 15 are considered members for the current year. Those who join after August 16 receive membership for the remainder of the current year and the upcoming year.

We begin the renewal process in early November, about two months before the expiration date of December 31. Automatic renewal emails can be set up in MemberClicks on any schedule. For 2017, renewals went out 2 months prior, 1 month prior, and 15 days prior to the expiration date. Reminders can also be sent during the grace period (30 days after expiration) and even after that.

Officers, Council members, and committee members are required to be individual members to serve. As people attend the annual meeting or other functions, also encourage membership as a way to be connected to the field. Our best benefit is that sense of connection and receiving news about the field.

It is also helpful to use old member lists to reach out to those who were not members the prior year. The President often writes an email inviting people “back” to OHA or other efforts could be made to reach out to new members. Membership development is an important ongoing task for the office and leadership.

Communication

OHA sends all-member emails at various times during the year. Keeping in touch with members helps them stay connected to the Association and participate more actively. Member emails are often sent to announce an opening (Call for Papers, submissions for awards, annual meeting registration, etc), a deadline (submissions closing, voting for elections ending, etc), or important announcements. Recently OHA has tried to send an “OHA News” update twice a month with a compilation of OHA events and workshops, job openings, conferences, and oral history news of interest.

OHA member emails are sent through the MemberClicks system. The system allows the sender to select all current members or a sub-set of members to receive emails. Emails are saved and can be pulled up and revised to save time.

**Finance**

Budget Process and Accounts

The annual operating budget is developed in the summer by the office in consultation with the President and Finance Committee. General categories are determined by average expenditures in previous years and expected future increases/decreases. New line items may need to be added to document new initiatives. OHA strives for a balanced budget, but occasionally Council agrees to run a deficit to accommodate unusual expenses. The budget is reviewed and approved by the Finance Committee then presented for discussion and vote at the October Council meeting.

OHA currently has five accounts, three for operating and two endowment accounts.

Bank of America operating accounts include:

Primary checking account for bill payments

Checking account linked to Authorize.net merchant account

Money market account

Vanguard Endowment accounts include:

Index 500 Fund

Federal Money Market Fund

Ledger maintenance

OHA uses QuickBooks online to track revenue and expenses and reconcile accounts. All payments and deposits are entered by budget line item, and the software is linked to OHA bank accounts. This is a very effective way to track income and expenditures. Reports from QuickBooks are used during annual financial review and tax preparation by an accountant.

Endowment maintenance

OHA receives endowment contributions during the course of the year as part of membership renewal, annual meeting registration, and campaigns such as Giving Day. All endowment contributions and Life Memberships are to be deposited into the Vanguard endowment accounts. Transfers from the OHA checking account to Vanguard are usually made twice a year: one in the late spring after membership renewal season and once in December. Online transfers can be made via the Vanguard website under the “Buy and Sell” tab.

Donors to the endowment fund should be acknowledged with a letter from the Director that is suitable for tax purposes. Samples can be found in the Finance and Budget digital files.

An annual disbursement from the endowment to the operating account can be made if this is included in the operating budget. The amount is based on a percentage of the value of the endowment on December 31 of the previous year with a maximum withdrawal of 5%. This disbursement should be made in the month of January.

The Finance Committee has recommended that OHA keep 60% of its endowment funds in an index fund account and 40% in a money market account. Both of these accounts are with Vanguard. If the percentages change more than a few percentage points during the year, the accounts should be balanced by buying or selling a specific fund to keep near the 60%/40% goal.

For more information on finance, see the following Policies in the Appendix: **Fiscal Policies and Procedures** and **Designated Discretionary Fund**

Credit card processing

OHA uses Authorize.net as our credit card processor. Most membership and annual meeting registration transactions are made by credit card. We also have a virtual terminal option through Authorize.net that allows staff to process credit cards for items such as annual meeting sponsorship, Veterans History Project payments, etc. Deposits from Authorize.net are made directly into a Bank of America account, and credit card processing fees are also charged to that account.

Tax preparation and financial review/audit

As a 501(c)(3) non-profit, OHA is required to complete a 990 tax form each year and send 1099 tax forms to those who provides services to the Association and are paid more than $600. OHA works with an independent accountant who prepares these documents. The decision to have either a financial review or audit each year is made by Council, and office staff works with an accountant to provide the necessary information.

Deadlines for filing change from year to year, but the 2017 filing dates are:

* 1099 and form to transmit 1099s: January 31, 2018
* Form 990: May 15, 2018 (often accountant will file extension if they are also preparing financial review or audit.)

**Organizational Memberships and Affiliations**

OHA is a member or affiliate of the following organizations and pays an annual fee or contribution. OHA Executive Director(s) and the OHA delegate participate in annual workshops and meetings hosted by ACLS. News regarding Federal legislation and other efforts to support the humanities provided by NHA and NCH are often shared with members.

* American Council of Learned Societies
* National Humanities Alliance
* National Coalition for History
* H-Net
* International Oral History Association

OHA has adopted guidelines for considering partnerships with organizations. See **Guidelines for Evaluating Partnership and Special Project Opportunities** in the Appendix.

**OHA PROGRAMS**

**Annual Meeting**

Site Selection

OHA is constantly in the process of finding sites for future annual meetings. Contracts negotiated a few years in advance generally mean lower rates and better deals. A task force on site selection formed in 2016 has written a policy outlining site selection priories that was adopted as a standing resolution by Council. Contracts are negotiated at least two years in advance. Helms Briscoe has been our third-party negotiator for many years. Our contact is Katherine Craig, kcraig@helmsbriscoe.com.

Once Council provides direction on cities or areas of the country they are interested in, Helms Briscoe will send OHA’s request for proposals to properties and ask for bids. Helms Briscoe will first send a spreadsheet with the high points of each property’s bid. If Council is interested in any of the places bidding, the next step is to ask for a draft contract for review. This contract should be reviewed very carefully, and Katherine Craig can be in touch with the hotel to ask questions or try to negotiate terms. Final site contracts must be approved by Council.

It is important to know the details of the contract so you can effectively work with the hotel event coordinator. Meals, receptions, and coffee break costs should be conservative but should also meet the food and beverage requirement. There will also be about 30% additional for service charge and taxes.

Special Concessions are very important since they benefit OHA and are usually listed separately in the contract. Make sure your event manager is aware of them. They include complimentary rooms, suite upgrades, discounts on food and AV, complimentary tables and easels.

Program co-chairs and program committee

The Vice President/President Elect is the officer that oversees the program and much of the planning for the annual meeting. Planning begins about 18 months before the annual meeting when the VP sets up a visit to the site to meeting with local members and organizations that might be supportive. The VP selects two program co-chairs who will be responsible for developing the meeting program. Together with the VP, the program co-chairs recruit a program committee to assist them. This team selects a theme for the meeting and writes the Call for Papers the summer prior to their meeting for inclusion in the print program.

A spreadsheet of activities and deadlines for the submission and program development process has been created and is updated each year to keep the process on track. This should be done in November each year before the submission system opens.

Budget Development

Staff members work with the VP and program co-chairs to develop a draft annual meeting budget to be presented to Council for discussion at the midwinter meeting. Use the previous year’s budget as a guideline for average income and expenses. Program chairs are primarily responsible for the speakers and workshop line items. Work with local arrangements for tour revenue and expenses. Determine presidential reception expense based on venue and catering cost.

Paper and session submission Process

Currently we use All Academic software for submissions and to create an online program. This database will be maintained through the process and is used in many ways including generating reports, creating the online and print program, corresponding with presenters, tracking cancellations, etc.

Late submissions are entered manually by the office. All changes to the database are handled by the office and not the program chairs. Exports of data and working reports can be sent to the program chairs. The office should continually proof the database for errors, missing data, typos, and changes to the session and paper titles.

When submissions have been reviewed and decisions made, the program co-chairs notify the office. Staff sends emails regarding acceptance/rejection and includes information on scholarships, registration, etc.

Staff works with program chairs as they create full sessions from individual papers. This process happens in April/May. The goal is to have the session portion of the program put together in May and chairs for sessions recruited.

Once the database is finalized and carefully proofed, it will be used to post an online program and to produce the full printed program.

Poster session submission process

In 2015, OHA began hosting a poster session at its annual meeting. This has been held on Saturday in the exhibit space. OHA has had between 15 and 28 presenters in the past three years.

A Call for Posters should be written by the program co-chairs. This is sent to All Academic in February so that they can re-configure the OHA site to accept poster submissions. OHA tries to open the Call for Posters in March and leaves this open through August. Submitters can be notified on certain dates that they have been accepted/rejected so they don’t have to wait until August to hear if they submit in March.

The details of the poster session call can be completed by staff. For example, a listing of what will be available in the room such as internet access, tables, and easels should be included either in the Call or in the acceptance email. Access to electrical outlets has been a problem recently, with more and more poster session presenters asking for outlets. At a hotel, providing extra electrical outlets can be a large expense, so be very specific about what OHA will have available for presenters.

Program Support

Each year the program co-chairs use reports generated from the database to put the program together. Program chairs are responsible for:

* Reviewing and processing all proposal submissions and shepherding presenters through the process – how this will happen, and involving program committee
* Making decisions in All Academic regarding acceptances and rejections
* Daily sessions and schedule
* Plenary sessions
* Keynote speaker(s)
* Presidential Reception program
* Special events
* Wednesday opening reception (optional)

The office is responsible for supporting the program co-chairs efforts by:

* Providing program chairs with regular data files and any reports they may find useful or request.
* Sending acceptance and rejection emails to all presenters.
* Sending presenters periodic emails providing necessary meeting information during the spring and summer. Acceptance emails include information about available scholarships, AV policy. Information about their session including contact information and session format. Reminders about registering online for the meeting, hotels, etc. Set up a schedule of communication so that presenters register on time.
* Develop online meeting registration system. Should be available in May at the latest. Monitor registrations and assist those registering.
* Set up comp registration system for scholarship recipients, plenary, etc.

Online and Print Program

The first portion of the program available to the public is the session schedule. This is used by many participants to make their travel plans. Once the program chairs have made their decisions about submissions, they will create sessions from the individual papers that were accepted. Once all sessions are created, Program chairs will schedule the sessions into the available rooms, taking care not to schedule like content at the same time. The office will add plenaries, keynotes, etc. Staff will proof all the online content. Once that has been accomplished, staff will notify the software company to generate an online program link, and the office can proof and test. In June, the link can be sent to all presenters and posted on the website, etc. The online program will need continual updating to keep current with additions/changes that happen during the summer.

Collect and/or write all the text for the front part of the program – sponsors, acknowledgements, welcome letter, keynotes, plenaries, special events, Presidential reception, workshops, tours, images. Add local arrangements info and other general information. Recently the office has included a page for annual award winners and the results of the election. Just before printing, an index of presenters can be created from the report menu as well as keyword search if desired. See past programs for general format.

OHA has hired a graphic designer to layout the program for the past several years. It takes a skilled person to produce a print file that can be used by a professional printer. In 2017, OHA used Seth Kelly at Helmet Studio in Atlanta. This process takes 2-3 weeks at least, so getting material to the graphic designer in August is key to having a version ready to print in September.

Hire a graphic designer and printer for the program well in advance of August. Get deadlines and pricing so that you can get the program printed in time to ship to the annual meeting site. Allow time for proofing and corrections.

One of the program chairs should track changes to the program after printing and provide an addendum for the registration packet. The full program is usually printed about two weeks before the meeting.

Local Arrangements Committee

The Local Arrangements Committee is a group of members who live in or close to the host city. The Vice President reaches out to potential members to form a committee. Both the office and VP work directly with local arrangements. It is helpful to discuss communication and responsibilities of the local arrangements committee with the VP. Program chairs are usually not involved in any local logistics unless it directly relates to a program offering, such as a workshop or offsite session.

Send local arrangements chairs instructions tailored each year to meet the circumstances. Regular email and phone contact is a good idea.

The Local Arrangements committee is usually responsible for:

Organizing tours – budgeting is important so there is no financial loss

Providing text for the program for appropriate sessions – alternate hotels, travel tips, interesting local sites, list of committee members

Providing helpers for registration desk.

Organizing dine arounds

Local publicity, including workshops

Providing suggestions for local transportation

Sponsorship

A significant portion of the annual meeting budget consists of sponsorship contributions from oral history programs at Universities, vendors, and other related organizations. Each year, the VP in charge of the meeting and OHA staff confer to determine the best way to approach sponsors and the sponsor levels and benefits. These are usually tweaked each year depending on the location of the meeting and budget goals.

A sponsorship packet listing sponsor levels and benefits is created by the office and sent the VP. The Vice President is in charge of this fundraising effort, but the office helps by suggesting possible sponsors, providing lists of past sponsors, and providing contact information. Once a sponsor has agreed to a certain level of donation, the VP will direct the office to contact that sponsor with an invoice for payment. The invoice can be created through MemberClicks with an easy link to pay. Create a tracking system to monitor payments and send pleasant reminders to those who have not paid if they go a couple of months past the invoice date. Some can only pay at certain times due to budget constraints or accounting rules. Make a note of any special circumstances and remind them again when they are able to pay.

Care should be taken to acknowledge the sponsors in all the ways listed in the sponsor packet. Collect ad artwork if they get an ad in the annual meeting program book, include the organizations in sponsor listings in the program book and on banners, and make sponsor signs for the sponsored events. Provide sponsor ribbons at the annual meeting and read out a list of sponsors at the Presidential reception at other large annual meeting gatherings.

Registration

Online registration is handled through MemberClicks software. The registration form can be tailored each year with help from MemberClicks staff. There is a generic Annual Meeting registration form in the system. All the sessions and payments will need to be revised each year. All events that will involve payment or sign up must be ready before registration can open. The process to set up and test online registration takes at least two weeks, so begin this well in advance of when you want to open registration.

MemberClicks software will allow staff to track registration, compare registrant lists with program participants, and create reports to give to workshop and tour leaders.

Exhibits and advertising

A combined advertising/exhibit email is sent out each year to recruit participants. It is helpful to create a spreadsheet of contacts, email communication, payments, etc.

OHA has allowed both “manned” and “unmanned” tables in the Exhibit Hall. We normally have staff attend from Oxford, Palgrave Macmillan, Audio Transcription Center, Voices of Witness, and a few others. OHA offers to display books for those who cannot send a representative. The sample books are not returned but are distributed to students, volunteers, etc. Exhibitors may ship materials to the hotel in advance, and OHA provides the shipping address and set-up hours to the exhibitors in August.

Prior to laying out the program, you may want to email or call any advertisers who have not responded to see if they are interested. Sometimes you will get a few more participants this way.

AV Vendor

OHA has been contracting with an outside vendor to provide AV services at the annual meeting. OHA has a policy of providing a LCD projector, screen, and speakers in every room for every regular session. We also provide the AV required for keynote and plenary speakers and special performances and presentations. Hotels and venues have the capacity to provide AV, but OHA has found it much less expensive to use an outside vendor. For the past several years, Tech Express out of St. Louis has been our AV vendor. After the meeting has been scheduled, we send a spreadsheet of the session rooms and AV needs. Tech Express sends a quote, and we sign a contract for services.

Tech Express will arrive on Tuesday night to set up for Wednesday workshop and events. They provide all the equipment and one staff member who works all day as the AV support. The staff person checks in with each session room prior to all sessions to troubleshoot AV. OHA normally provides a hotel room at no cost to the AV staff person so they can be very close by! We pay the final bill after receiving an invoice post-meeting.

Hotel Coordination

OHA staff work exclusively with the hotel staff at the annual meeting venue. Officers and Council communicate their needs to staff, and staff takes those the event manager for the hotel or venue. It helps to have one clear line of communication onsite, and this begins by having a good relationship with the event manager in the months prior to the meeting.

It is very helpful for at least one staff member to make a site visit to the annual meeting venue. Some years this is accomplished by having the midwinter Council meeting at the same venue. If the hotel contract includes some complimentary and/or discounted rooms for a pre-planning meeting, this is a great way for OHA leadership and staff to see the space. A time can be scheduled with the event manager to review the rooms assigned to different events, where registration will be set up, tour guest rooms, talk about menus and budgets, etc. If midwinter is not at the site, plan a trip to visit and meet with the event manager. This trip is invaluable to having a successful meeting.

The first thing to discuss is the large events planned for the hotel such as meals, receptions, and keynote speaker. Make certain the space is sufficient for the expected crowd, and discuss food options. OHA is always trying to save money at the annual meeting, so talk carefully about how to maximize food for breakfast meetings and receptions. Although the planner will give staff standard menus, they can usually customize meals and receptions to help save funds or better meet OHA’s needs. We often purchase items by the piece rather than by the person. For example, you may save money if you order coffee and cookies for a coffee break by the gallon and dozen rather than selecting a per person coffee break listed on the menu. Making headway on menus and arrangements in the summer helps minimize stress in the fall.

When the annual meeting schedule is finalized toward the end of the summer, send the agenda on a spreadsheet organized by room and time slot. The event manager uses this to begin to generate Banquet and Event Orders (often called BEOs). Usually there is a BEO for each room in use at each time slot of the day, so often 80 or so pages to review. Each includes the room set up (number of seats, chairs theater or classroom style, podium and head table instructions), food and beverage, and any special instructions. The draft BEOs will be sent the office. These need to be reviewed EXTREMELY carefully, sent back for corrections, and reviewed again. These are the roadmap for what will happen at the meeting because they are used by hotel staff for set up. If it isn’t on a BEO, it isn’t going to happen. These can be changed up to the day and hour of an event, but things run more smoothly if you spot problems early on.

When you arrive at the venue prior to the meeting, you will want to schedule a pre-conference meeting with the event planner and key staff. This is a time to review all the final details and meet the people onsite who will be helping. Although the event manager is usually working during the conference, it is often a “banquet captain” or something in the food and beverage department who is the “go to” person on site. Establish a line of communication so you know who to reach and how to reach them. You will be talking to hotel staff all day long onsite, so be as friendly as you can and they will give OHA good service!

Event planning

For the events and activities that happen outside the mail venue, OHA staff is responsible for making arrangements and signing contracts. For example, OHA often has receptions at local restaurants or venues, hosts performances or films offsite, or helps organize tours. While the Vice President, program chairs, or local arrangements committee may make the initial call to venues or suggest locations, only the office should be involved with contracts for outside locations. The OHA office works with the staff at the venues involved to select food, make payment arrangements, sign the necessary contracts, provide transportation, etc. A few weeks before the annual meeting, check back with all these providers and make certain all arrangements are set.

Onsite registration

OHA has a registration desk at the meeting open each day. This is where attendees pick up their registration materials and pay onsite fees. This is also where people come to get help with directions, AV, and other issues that arise.

Staff should work with local arrangements to secure registration assistants. OHA office should have someone at desk at all times to collect registration fees and distribute checks. Staff will want to set-up a system for taking onsite payments well in advance. In 2017, OHA did this through Square using a Square stand and it worked smoothly. Be especially careful with credit card information. A white board or something similar is helpful for notifications. Sponsor “thank you” banners near registration are a good idea. Request three tables for the registration desk if the venue does not have a designated registration area. Staff registration volunteers heavy on Wed and Thursday, some on Friday, light on Saturday. Registration should open at least 30 minutes before workshops or sessions begin if not an hour early. Mornings tend to be the busiest time.

Registration is generally open:

Wednesday – Friday 7:30 to 5:00 (depending on when sessions begin and end)

Saturday 8:00 – 3:00

Prior to the meeting, prepare material for each registrant including name badge, tour and meal tickets, ribbons, etc.

Prepare checks/cash for scholarship winners, speakers, workshops leaders, etc. International scholarship winners must bring airfare and or other receipts in order to receive their scholarship money. Due to government regulations, their scholarship must be treated as a reimbursement for travel expenses.

Prepare extra items to be stuffed into an envelope or tote or presented for pick up at registration, including:

* Program Addendum (updates since the program was printed)
* Flyers
* Maps, restaurant guides
* Local materials

**Scholarships**

The endowment funds scholarships to the annual meeting. For a small organization, OHA spends a good deal of money on this program and is proud of it. Getting people to the annual meeting who otherwise would not be able to attend has been a great way to grow and expand the organization. Each year Council decides the amount of scholarships based on budget restrictions. See standing resolutions for scholarship guidelines.

The scholarship committee is a single purpose committee and is comprised of a liaison from Council who acts as the chair and one committee member from the Education Committee, the Program Committee, and the Diversity Committee. The chair requests a volunteer to serve on the committee from each of these committees. The work of the committee takes place from May to July. OHA tries to notify all scholarship applicants by early July and international applicants by June.

OHA offers scholarships to international attendees, program presenters, and non-presenters. Applications for each type are tweaked each year as needed and posted on the website when acceptance emails go out. Links to these are also sent to those accepted for the program.

Applications are sent to the OHA office via email. After the deadline, the applications are organized and links to Google Folders with the applications and a spreadsheet listing are sent to the appropriate committee chairs. Once decisions are made, the chair sends a list to the office. OHA staff sends email notifications to all recipients with the award amount. Non-recipients are also notified.

Scholarship winners receive complimentary registration (only the fee is waived – not any additional meals, workshops, etc.). A system for complimentary registration should be set-up, either manually or with a form in MemberClicks.

**Publications**

*The Oral History Review*

The journal of the Oral History Association is called *The Oral History Review*. Publication of the journal began in the 1970s. Two issues are produced each year, a winter/spring issue that mails in late April and a summer/fall issue that mails in late August. The Journal is also available online as is the entire digital archive of the *OHR.*

The editorial team for 2018-2020 is David Caruso (Dave), Editor, Abigail (Abby) Perkiss, Managing Editor, and Janneken Smucker, Digital Editor, and Nancy MacKay, book editor. The editors handle virtually all Oral History Review activity from submissions to review to editing. The office supports their efforts by working with Oxford but otherwise the editorial team runs the Journal.

Oxford University Press is the publisher through 2019. Oxford is responsible for mailing the print copies to our members. The office sends a mailing list to Oxford University Press in April and August, when requested, so that the print issues can be mailed. The contact for the mailing schedule and list is Rachel Gould, rachel.gould@oup.com. Oxford has a spreadsheet template for the mailing list. Request this template each year to make sure they are getting the best mailing information we can provide. If members do not receive their mailed journals, first check to make sure the address we provided to Oxford is correct. If it is, request that Oxford mail a replacement copy by contacting customer service in the Cary, North Carolina, office.

OHR Job Descriptions

Editor

* Interface with OHA and publisher
* Supervise the work of other editors
* Constitute and work with editorial board
* Manage article submissions that come in through appropriate and official channels
* Respond to author queries
* Undertake initial in-house vetting of article submissions
* Manage peer review and make decisions about what gets published in the journal
* Undertake developmental editing of articles that are accepted for publication, including guiding authors in necessary revisions that result from the peer review process
* Develop and manage special issues and other content-based initiatives
* Convene meetings of the editorial staff and editorial board

Managing Editor

* Maintain journal’s online manuscript management system
* Along with Editor, interface with OHA and publisher
* Along with Editor, manage the work that comes in through appropriate and official channels
* Work with Production Editor to submit all content to the publisher for publication
* Facilitate communication between editorial team members on issues pertaining to the journal’s operations
* Undertake final developmental edit of pedagogy articles that are accepted for publication (after the section editor has undertaken initial developmental edit)

Digital Editor

* Develop digital content for articles in conjunction with authors
* Develop and manage journal’s social media initiatives
* Develop and maintain a list of reviewers for articles focused on digital scholarship and manage the review process
* Solicit digitally-focused work to be published in the journal
* Create guidelines and models for articles that employ digital content and platforms
* Identify multimedia and other non-print work for review in the journal
* Interface with OHA and publisher to develop digital platforms and strategies
* Undertake developmental edit of articles with a digital technology or new media angle.
* Supervise the journal’s graduate student editorial assistant (who, under this proposal, will be funded through West Chester University’s history department)
* Stay abreast of best practices for integrating new media and digital initiatives in academic journal publishing, including open access and online only models

Copy Editor

The copy editor of the *Oral History Review* is responsible for ensuring that all of the content of the *Review* meets the highest editorial standards in matters of technical style (punctuation, capitalization, references and quotations, and such), spelling and grammar, clarity, and readability. This requires thorough knowledge of the journal’s designated style guides and references (the latest edition of the *Chicago Manual of Style*, the *Merriam-Webster Collegiate* and *Unabridged* dictionaries, and the *OHR*/Oxford University Press internal style guide), standard word-processing and data management software (principally Microsoft Word and Excel and Adobe Acrobat), and the tools of scholarly research. The copy editor reads and corrects all of the work published in the journal, applying all of the applicable rules and improvising where necessary (when, for example, no unambiguous rule applies) to ensure that authors’ intentions are conveyed clearly through appropriate choices of word and format and that citations and other references are correct. The copy editor corresponds with authors with clarity and tact to effect necessary corrections and works within stringent deadlines, carefully managing document workflow and version control. The copy editor works actively with other members of the editorial team to shepherd all content through the editing process, to establish—and revise as necessary—editorial policy, to update the *OHR* style guide, and to coordinate editorial processes with the press as necessary.

Book Review Editor

The book review editor is responsible for determining which books published each year have methodological or topical relevance or the field of oral history and then solicits reviews of those books and works with review authors to prepare reviews for publication.

Specific responsibilities for book reviews:

1. working with publishers and scouring their catalogues to select books for review;
2. assessing the content of each monograph to determine relevance (direct or superficial) to the field and the expertise needed for an individual to undertake a review;
3. searching for and then soliciting reviewers;
4. mailing books to reviewers;
5. if the book review editor cannot locate a reviewer easily, bringing that book with any others to the annual meeting for inclusion at the book review table;
6. assisting reviewers with any questions that arise during the review process;
7. evaluating submitted reviews both for substance and for adherence to stylistic guidelines;
8. should the book review editor determine that more needs to be done to make the review meet the standards of the journal, working with the reviewer until the review is in publishable form;
9. transferring the review (and the reviewer contact information) to the copy editor for final editorial work;

10) attending the annual meeting of the Oral History Association to run the book review table.

Additional responsibilities for the journal include:

1. maintaining a database of books accepted for review in the journal, reviewers selected for reviews, and the expertise of reviewers, and publish reports from that database as needed;
2. updating the journal editor on a regular basis regarding both the number of reviews completed and those scheduled for completion for upcoming issues of the journal;
3. making sure that all books reviews are completed by the deadline for each issue;

[Note: When there is a special issue of the journal, the book review editor should ensure that recently published books relevant to that specific topic are reviewed for that issue.]

1. revising the Book Review Guidelines, as needed;
2. working with the editorial board and staff to develop ways to highlight specific work in the field, such as in *Featured Reviews* and *Classics Revisited*, or to find book reviews that crossover, for example, with media reviews.

The book review editor should, first and foremost, be familiar with the literature on oral history, so as to be able to identify appropriate books for review and select appropriate reviewers. Almost as important, the editor should simply love books.

OHA *Newsletter*

The current editor of the newsletter is Mary Kay Quinlan, ohaeditor@gmail.com. OHA contracts with Mary Kay to produce all the text content of the newsletter. She is paid an annual stipend and reimbursed for annual meeting expenses.

OHA has changed to a primarily digital newsletter which we produce and send via MailChimp. The editor provides the full text for the newsletter. The office provides images and photos, creates the MailChimp layout, imports members into the system for the email blast, and prints a “year end” issue which is mailed to all members.

The current schedule for digital newsletters is February, April, June, August, and November. The office remains in close email contact with Mary Kay and provides information to her regarding membership, fundraising, elections, and annual meeting, featured initiatives, etc. It is important to establish deadlines for copy and production for the newsletter to keep the process on track.

Pamphlet series

OHA has produced a variety of small soft-back books, about 60-80 pages each, referred to as pamphlets. The current OHA pamphlets are available for sale through Amazon and Barnes and Noble websites. Lightning Source is our print on demand service and deals directly with the bookseller to fill orders. OHA receives sales checks from Lightning Source and pays a small annual fee for the service (currently $12 per title). While these are not making a great deal of money for the association, pamphlets are particularly helpful for local historians and could certainly be marketed at conferences and other gatherings. They are $15 each at full price but can often be purchased online used at a discount.

Current pamphlets:

*Oral History for the Family Historian: A Basic Guide*

*Using Oral History in Community History Projects*

*Oral History Projects in the Classroom*

*Doing Veterans Oral History*

The ISBN numbers for these pamphlets are listed in the paper file called Publications. OHA has purchased additional ISBN numbers for future pamphlets, and those numbers can also be found in the Publication folder.

*Oral History and the Law*, the most complete work on this subject, is written by OHA member John Neuenschwander and published by Oxford University Press. The second edition was published in 2015. Royalties for this book are sent to OHA, and John set up an arrangement where he shares 50% of the royalties with the Association.

Future Pamphlets

The Publication Committee is responsible for initiating new pamphlets. Publication contracts can be found. The most recent publication, *Doing Veterans Oral History,* was written in collaboration with the Veterans History Project of the Library of Congress and published in 2015.

Pamphlets have been written the past by OHA members who are paid a stipend. Sample contracts can be found in the Pamphlet folder. Pamphlet layout and design is contracted out to a graphic designer.

**Awards and Grants**

OHA has an annual award program to recognize excellence in oral history that was begun in 1993. At this time, there are five annual awards and two biennial awards. A description of each award and information on how to submit nominations is posted on the OHA website.

Annual awards:

Book Award

Article Award

Nonprint Format Award (media)

Elizabeth B. Mason Project Award (large and small scale)

Vox Populi Award (social justice)

Biennial Awards:

Martha Ross Teaching Award for K-12 teachers (awarded in odd years)

Postsecondary Teaching Award (awarded in even years)

Emerging Crises Oral History Research Fund

The Oral History Association awards up to $4,000 each year to an individual or organization to undertake oral history research in situations of crisis in the United States and internationally. These funds may be applied to travel, per diem, or transcription costs for research in places and situations in which a longer application time schedule may be problematic. Such crisis situations include but are not limited to wars, natural disasters, political and or economic/ethnic repression, or other currently emerging events of crisis proportions.

Award Committees

The President is responsible for appointing a committee of three members for each award committee and the grant committee. Committee members serve a three-year term, so ideally one new person would be appointed to each committee yearly and one person would rotate off. The most senior member acts as chair. The committees should be appointed shortly after the annual meeting, but this is not always the case. Once information on the award committees is available, the new committee chairs and contact information for submissions should be posted on the website.

A charge for each committee chair is prepared and sent by the office or President. This gives the chair an outline of responsibilities and a timeline. The award submission deadline is usually April 1. Award submissions are sent directly to the award committee members. Emerging Crises grant submissions are sent to the office, and staff compiles the submission information and send links/spreadsheets to the chair of the grant committee. Staff works with the committees to ensure timely processing and decision making. Committee chairs should send reports with their decisions the office. The office provides administrative support such as notification letters and emails. An official letter is sent to winners signed by the President. See award folders for sample letters.

Award recipients receive complimentary registration to the annual meeting, one year of membership, and an OHA award plaque. Contact each recipient to invite them to the annual meeting. Recently, awards have been presented at the Presidential reception on Thursday evening. Award recipients are responsible for their own travel and lodging expenses.

Once all the award decisions have been made, OHA announces the winners via social media and on our website. The names of the winners should be provided to the Newsletter editor for inclusion in the newsletter.

**Workshops**

OHA occasionally sponsors or co-sponsors workshops on oral history topics. Some workshops have been fundraisers for OHA such as OHMS workshops presented by Doug Boyd. There have been others where OHA lends support by providing speakers or material but does not receive any funding. Offering a slate of workshops led by OHA members has been discussed as a possible new revenue stream.

Veterans History Project workshops

In 2015, OHA began a partnership with the Library of Congress Veterans History Project to help provide leaders for VHP oral history workshops. The Veterans History Project has a program where veterans’ groups, congressional offices, and other organizations can request a workshop on how to collect oral histories from veterans based on the VHP guidelines. OHA and the American Folklore Society take turns finding workshop leaders.

Workshops are requested by email from a contact at the VHP that includes the place, date, and contact information. When a request comes in for OHA, staff will work to find a leader from the list of experienced OHA members who is willing to commit to the workshop. Several people have given veterans workshops, and these are the first people to contact. If you have to use someone who does not have VHP experience, much care must be taken to make sure they follow the VHP guidelines. Barb Sommer, an OHA member with a great deal of experience, has written an outline for the workshops which can be found in the VHP digital file.

After a leader is named, that information is sent to VHP. The leader gets in touch with the workshop contact and makes all the arrangements for the workshop. OHA works with the leader and VHP on payment. First the leader must send the office an estimated budget for the trip, including travel, hotel, and food. This amount is combined with the standard fees: $500 for the leader per workshop and $300 for OHA for administration. For example, if a leader estimates travel costs to be $400, the total amount sent to authorize would be $400+500+300 for a total of $1,200. Sample authorization requests can be found in the VHP digital file.

Once the workshop is complete, the leader emails the receipts for travel to the office. The office then creates and sends an invoice to VHP with the actual travel costs plus the workshop and admin fee. The payment contact is Tracey Dodson, tdod@loc.gov. Tracey usually faxes credit card information to OHA to process the payment. After OHA receives payment, a check is sent to the workshop leader for the travel and workshop fee.

**Annual Calendar of Activities**

**January**

Monitor Call for Paper submissions and be prepared to communicate with the Program Chairs just after the deadline. Work with chairs on review procedure and software training. Make a decision about deadline extension. Send reports and files to Program chairs.

Finalize and balance the financial accounts from the previous year. Begin to prepare documents for the accountant. Submit details to the accountant for the 1099s by mid-January.

Create new digital and physical files for the current year.

Monitor membership renewal and send reminders to members from past years who are not current members.

Finalize dates for midwinter and make reservations for lodging and meeting space.

Make sure Nominating Committee is moving forward with slate. Make sure First Vice President and Council are developing the slate for Nomination Committee

Continue work on location for future meetings to present to Council at midwinter. Contracts should be signed two years out.

Award/grant program submission information posted.

 **February**

Develop draft agenda for the midwinter meeting and collect reports.

Finalize all tax/review documents for accountant. Send prepared materials to the accountant for tax preparation.

Work with program chairs; update submission site with late submissions.

Finalize hotel contracts for the annual meeting at least two years out. Work with Helms Briscoe to negotiate best contracts. Submit to Council for consideration.

Layout and email February newsletter.

**March-April**

Send accept/reject emails to all annual meeting program presenters.

Work with program chairs as they develop sessions from individual papers.

Contact potential sponsors, exhibitors and advertisers regarding the annual meeting.

Post and send scholarship applications to presenters as soon as accepted.

Send out reminder for non-renewed members.

Collect submissions for awards and grants; compile and send to award committee chairs.

Make sure the slate of candidates for the election is developed and sent to OHA Newsletter editor.

Solicit election bios, pictures and personal statements from candidates.

Send Oxford member list for April Newsletter.

Work with program chairs and local arrangements to finalize the text for the program.

Prepare proofing reports and make necessary changes.

Layout and email April newsletter.

Send list of mailing addresses to Oxford for print journal.

 **May**

Set up online registration system and open registration for the annual meeting.

Work on contracts for speakers and special events at annual meeting.

Collect submissions for scholarships; compile and send to scholarship committee chairs.

Open the annual election and notify members about voting procedures.

Talk with potential graphic designers and printers for the annual meeting program book.

 **June-July**

Proof and post preliminary program for annual meeting.

Send preliminary program to the hotel for scheduling. Begin working on meals, receptions and tour contracts.

Post annual meeting travel information on the website. Send to presenters along with contact information for each panel.

Layout and email June newsletter.

Monitor registrations and assist people with annual meeting plans.

Collect final material for annual meeting print program.

Work with award committee chairs to finalize awards and notify recipients.

Secure and post the Call for Papers for the following year from the 1st VP.

Monitor election and prepare final report for Council. Notify candidates of the results.

 **August**

Finalize AV contract, tour contracts, reception contracts, etc. Work with venues on meal selections and catering.

Change online registration to post-early bird pricing.

Collect ad artwork for the print program.

Order award plaques.

Order materials for the annual meeting. (Nametags, badge holders, ribbons, etc.)

Work with committee chairs and others regarding meeting times and space at the annual meeting.

Layout and email August newsletter.

Send list of mailing addresses to Oxford for print journal.

 **September**

Prepare all registration materials for the meeting (ship as necessary).

Finalize program and print. Post update on the website. Work with program chairs on late changes.

Program chair keeps the “changes” to the program for printing.

Work with President to develop agenda for the October meeting. Send agenda, minutes, financial documents, ED report to Council. Prepare any other documents, proposals, etc. for the Council meeting.

Notify hotel of all comps, monitor room block, finalize menus, sign BEOs.

Send reminders to presenters regarding registration.

Work with President to develop agenda and communicate details with Council.

 **October**

Run the annual meeting.

**November**

Clean up from conference. Deposit money, collect outstanding payments, send receipts, update database and finalize revenues.

Layout and email end of year newsletter. Mail print version to all members.

Work with incoming program chairs to open the annual meeting submission site.

 **December**

Begin to close out the financial accounts for the year; pay final bills and collect anything unpaid.

Contact Nominating Chair to make sure progress is being made.

**Appendix: OHA Policies**

Council Roles and Responsibilities

Conflict of Interest Statement

Fiscal Policies and Procedures

Designated Discretionary Fund

Guidelines for Evaluating Partnership and Special Project Opportunities

Policy on Public Resolutions

**Council Roles and Responsibilities**

**EXPECTATIONS OF THE COUNCIL AS A WHOLE**

The mission of Oral History Association is to bring together people interested in oral history as a

way of collecting and interpreting memories to foster knowledge and dignity. In the practice of

oral history, diverse individuals and organizations collect, preserve, interpret, and share the

voices of people with first-hand experience of the past, recorded in interview form.

As the highest leadership and governing body of the organization, the council is responsible for:

* Maintain the mission and vision of the organization;
* Evaluate the performance of the Executive Director;
* Implement and adhere to the strategic plan;
* Ensure fiduciary oversight and financial management of the organization; and
* Approve and monitor the association’s programs and membership services.

**EXPECTATIONS OF INDIVIDUAL COUNCIL MEMBERS**

Each individual council member is expected to

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

**ATTENDANCE**

Each individual council member is expected to prepare for, and attend two council meetings per

year. Council members shall be permitted only one absence of a council meeting in one year.

Each council member is also expected to participate in conference calls. A member is to notify

the President of the council prior to the called meeting if they are unable to participate.

Further, council members are expected to

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

**Conflict of Interest Statement**

No council member or council committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such council or committee member’s connection with OHA, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the council. Council and committee members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No council or committee members should perform, for any personal gain, services to any OHA supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the council or committee authorizes such a transaction. Similar association by a family member of the council or committee member or by any other close relative may be inappropriate.

No council or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to any OHA supplier of goods or services or any other organization that is engaged in doing business with or serving OHA unless it has been determined by the council, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Full disclosure, by notice in writing, shall be made by the interested parties to the Council in all conflicts of interest.

**Procedures to Review Potential of Actual Conflicts of Interest**

If there is reason to believe that a potential or actual conflict of interest exists between a person of interest and the OHA, Council will determine the appropriate course of action after a review of the case. This may include, but is not limited to, the procedures in the next section.

Potential or actual conflicts of interest involving an employee of the OHA, other than the Executive Director, will be initially reviewed by the Executive Director. The Executive Director will then be responsible to review the case and determine the appropriate course of action. The Executive Director will then report the results of the review to the President. The President will confer with council to determine if further review of the case is needed or determine the actions required to resolve the conflict of interest.

**Procedures to Address Conflicts of interest**

When a potential or actual conflict of interest exists, the OHA shall refrain from the proposed action until the proposed action is approved by Council. The following are procedure to abide by when addressing proposed or actual conflicts of interest:

* A person of interest who has a potential or actual conflict of interest with the OHA shall not be present during deliberations as Council determines the appropriate action for the case. The person of interest may answer questions or provide material about the case upon request.
* Council will approve proposed actions that preserve the best interest of the OHA. Council will also consider if the terms of the proposed action are fair and reasonable. Council members are asked to consider if it is possible to make arrangements with person or entity that does not have a vested interest.
* Approval of the proposed course of action will be determined by a majority rule vote from Council during the case review meeting. The person of interested will not be counted in the vote to determine the course of action taken against potential or actual conflict of interest cases nor will the person of interest be present during the aforementioned vote.
* The minutes from the meeting shall reflect the potential or actual conflict of interest, the results of the vote by Council, and the abstention of voting or participating by a person of interest as applicable.

**Violations of the Conflict of Interest Policy**

If Council has reason to believe that a person of interest has failed to disclose any potential or actual conflict of interest, Council will shall inform the person of the basis of this belief and allow the person of interest the opportunity to explain the failure to disclosure such information.

After the review of the case, Council will determine if the person of interest has failed to disclose any potential or actual conflict of interest, it shall take appropriate disciplinary action.

Following full disclosure of a possible conflict of interest, the Council shall determine whether a conflict of interest exists and, if so the council shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect OHA’s best interests.

I have received, read and understand the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print) Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Fiscal Policies and Procedures**

Philosophy

The purpose of financial management in the operation of all OHA activities is to fulfill

the organization’s mission in the most effective and efficient manner and to remain

accountable to stakeholders, including members, partners, employees, and the

community. In order to accomplish this, OHA commits to providing accurate and

complete financial data for internal and external use by the Executive Director and the

Members of Council.

Basis of Accounting

Policy: The organization uses the accrual basis of accounting. The accrual basis is the

method of accounting whereby revenue and expenses are identified with specific periods

of time, such as a month or year, and are recorded as incurred. This method of recording

revenue and expenses is without regard to date of receipt or payment of cash.

Procedures:

* On a weekly basis, expenses will be noted, reviewed and approved by the Executive Director.
* Throughout the fiscal year, expenses are accrued into the month in which they are incurred.
* At the close of the fiscal year, this rule is not enforced. All expenses that should be accrued into the prior fiscal year, are so accrued, in order to ensure that year-end

financial statements reflect all expenses incurred during the fiscal year.

* Year-end books are closed no later than 90 days after the end of the fiscal year.
* Revenue is always recorded in the month in which it was earned or pledged.

Bank and Credit Card Reconciliations

Policy:

All bank and credit card statements will be opened, scanned and uploaded to Google

drive and all will be reviewed in a timely manner. Bank reconciliation and credit card

expenses incurred will receive approval within 60 days of the close of the month.

Procedures:

* All bank and credit card statements will be opened, scanned and uploaded to Google

drive, reviewed and initialed by the [Treasurer or Council member] upon receipt.

* Once reviewed, bank statements are submitted to the Office Manager for reconciliation.
* The Executive Director will review and approve reconciliation reports by signing and

dating the report in the upper right hand corner.

Investment Reconciliations

Policy: All investment statements will be opened, scanned and uploaded to Google drive

and reviewed in a timely manner. Investment reconciliations and approval will occur

within 30 days of the quarterly statements.

Procedure:

* All Investment statements will be opened, scanned and uploaded to Google drive,

reviewed and initialed by the [Treasurer or Council member] upon receipt.

Segregation of Duties

Policy: The organization’s financial duties are distributed among multiple people to help

ensure protection from fraud and error. The distribution of duties aims for maximum

protection of the organization’s assets while also considering efficiency of operations.

Procedure:

* Check signers should not be involved in expense approval or basic accounting
* procedures
* Someone outside of the accounting function should enter all checks received into QuickBooks

Audit/Review

Policy: The organization will conduct an annual review or audit in order to review its

financial position.

Procedure:

* In consultation with the Finance committee, OHA will solicit a CPA firm to conduct

an annual audit or review of the organization. The report will be presented to the

Council and membership upon completion.

**Designated Discretionary Fund**

The Executive Director is authorized to incur costs, make financial commitments and expend funds on behalf of the Oral History Association as indicated in the Annual Authorized Budget, within the limits indicated herein. The Executive Director shall have the discretion to adjust the allocation of funds within each budget category, as required to achieve the purposes of the Association.

In the event that any of the following occur, the Executive Director shall obtain the approval of the President and the Treasurer (or only one of them if both are not able to act in a timely fashion) before incurring any further costs beyond the amounts in the second column. If either the Executive Director or the President expect any of the following to exceed the amount in the third column, the Executive Committee must be notified and approve a revised budget.

|  |  |  |
| --- | --- | --- |
| **Approval:** | **President or Treasurer** | **Executive Committee** |
| Overall expenditures over budget | $1,000-$5,000 | >$5,000 |
| Budget shortfall worse than the increase or decrease in reserves in annual authorized budget | $1,000-$3,000 | >$3,000 |
| Over budget in single line item general ledger account | $1,000-$2,000 | >$2,000 |

**Guidelines for Evaluating Partnership and Special Project Opportunities**

As the OHA becomes more organizationally capable and active, it will be presented with more opportunities to undertake special projects and initiatives. To ensure that the OHA reaches its mission and goals, and that the energies of the OHA staff will be focused on the association’s most important work, the OHA Council has adopted this set of guidelines to help understand the impact of OHA’s acceptance of new responsibilities.

The Executive Director is expected to use professional initiative in seeking out new and better ways for OHA to fulfill its mission, and is also expected to exercise professional judgment in making new commitments. Before making any OHA commitment to a new special project, the Executive Director and Council should consider these questions below, seeking additional outside advice and counsel when needed. Not all of these questions will be appropriate to every potential opportunity, but considering questions such as these will help OHA make better-informed decisions.

1. Will the project advance OHA’s mission and current priorities, as identified in the strategic plan and elsewhere?

2. Will the project ally OHA with partners whose goals are in consonance, or in conflict with, our own?

3. What is the potential significance or impact of the project?

4. Will OHA have authority in the project commensurate with its responsibility?

5. Will the project provide direct or indirect support for OHA members or individual oral historians?

6. Will the project provide direct or indirect support for institutions (i.e., oral history programs or centers) in our field?

7. Will the project provide opportunities to build OHA membership?

8. Will the project provide opportunities for public education about oral history?

9. How much staff time will be needed to carry out the project successfully, and who will do this work?

10. If additional staff will be needed, are such people available in the Atlanta area or wherever else they will be needed?

11. Does the schedule of project work fit with those for existing OHA commitments?

12. Will the project provide sufficient income to OHA to cover all direct and indirect project costs, and to make a contribution to OHA net income as well?

13. If there are significant negatives attached to our accepting this project, are there outstanding positives that outweigh them?

**Policy on Public Resolutions**

**GUIDELINES**

1. Public statements should address matters of clear common professional interest and concern to the Association's membership, or matters about which the Association's members have special knowledge and/or expertise.
2. The OHA should be strategic in selecting matters on which to speak out. Public statements should fit into a thoughtful strategy for timely communication to relevant audiences, and make a contribution to better public understanding of the matter being addressed. They should also be in conformity with the mission and goals of the OHA, and with the OHA strategic plan.
3. A resolution is not the only way to best accomplish a desired end.
4. Proposals for public statements should include appropriate contextualization of the issue at hand, the specifically oral historical dimensions of the matter, and how and for whom the statement would be used.
5. OHA Council, membership, and participants in the business meeting need sufficient time for full and thoughtful deliberation.

**PROCEDURES**

1. Ultimately approval of public statements and authority for appropriate relevant action rests with the OHA Council, the governing body of the organization.
2. Any proposal for a public resolution must come to the OHA executive office and president at least 45 days before the annual meeting. Proposals must be signed by at least ten individual members in good standing. Proposals should be in conformity with the above guidelines.
3. If the president deems the proposal to be in conformity with the guidelines, the president will appoint an ad hoc committee to review the issue and recommend a course of action. Only OHA members can serve on the committee, which should include one of the members who suggested the issue and at least one Council member.
4. The committee is intended to act as a catalyst and resource, not as a censor or arbiter of what positions OHA should or should not endorse. The OHA Executive Director will work to ensure timely and comprehensive consideration of the issue, including possible courses of action.
5. The committee will make a recommendation, including a background statement about the issue, to the president who will submit it to the full Council. If action is required, a motion will be put forth before the Council. Among other courses of action, the Council may endorse the proposal as presented, may request revisions to strengthen the form or substance of the proposal, decline endorsement, or choose to submit it for consideration at the business meeting. The committee should act in a timely fashion and should make its recommendation at least three weeks before the annual meeting.  Council will notify the committee and proposal writers of its decision in a timely fashion.
6. If Council decides to submit the proposal to participants at the annual business meeting, the committee’s report will be distributed electronically to the membership at large not later than two weeks before the annual meeting, and a print copy will be included in the conference packet at the meeting. Members who wish to submit additional relevant materials for consideration must do so through the executive office no later than one week before the meeting. The president must allocate a reasonable and substantial amount of time for discussion of the issue not extending beyond the time scheduled for the business meeting, and will clearly establish the ground rules for discussion. Only members in good standing who have registered for the annual meeting are eligible to vote.
7. All measures adopted by the business meeting shall come before the Council for acceptance, non-concurrence or veto. If accepted by the Council, they shall be binding on the OHA. The Council may veto any measure adopted at the business meeting that it believes to be in violation of the OHA's constitution, the law, or financially or administratively infeasible. The Council shall publish an explanation for each such veto. The Council may vote not to concur in any measure adopted by the business meeting. Within ninety days of such vote, the Council shall submit the measure to a vote of the entire membership with an opportunity for the proponents of the measure and the Council to set forth their respective positions. If approved by a majority of the members voting, the measure shall be binding on the OHA.
8. The annual business meeting may by a vote of two-­thirds of the members present suspend these procedures in the case of an emergency situation. If a measure were adopted in such a case, it would come before Council like any other measure.

**OHA Statement on Diversity and Inclusivity**

The Oral History Association reaffirms our values of *Democracy*, *Inclusivity*, and *Quality*to “bring together people interested in oral history as a way of collecting and interpreting memories to foster knowledge and dignity.”

Our membership remains committed to documenting personal narratives of complex and diverse histories and advocating for a collaborative practice of oral history which values and honors people, communities, subjects, and events that otherwise might not be included in the historical record.

An open exchange of stories and ideas can only occur when participants are free from fear. With this reaffirmation of our fundamental values of respect, empowerment, diversity, engagement, and inclusion, we reject the current rhetoric of hate, division, exclusion, and discrimination.

Oral history, the acts of questioning, listening, recording, and preserving diverse historical perspectives, remains a powerful model for bridging divides, advocacy, public engagement, and greater historical understanding.  The Oral History Association will strengthen our commitment to uphold our core principles and values and continue to welcome diverse individuals and communities into our Association and at its meetings and activities.​

**OHA Harassment Policy and Procedures**

Attendees to the annual meeting of the Oral History Association agree to abide by the OHA Statement on Diversity and Inclusivity. Attendees also agree that the annual meeting is a harassment free event for all participants, regardless of gender identity, gender expression, sexual orientation, race, religion, national origin, physical appearance, disability, or other group identity. If you are being harassed or witness harassment, please contact an Oral History Association staff person or council member immediately.