

SAR Board of Directors
Academic and Artistic Affairs Committee Charter
Adopted by the Board August 10, 2013

1. Purpose of Committee

The purpose of the Academic and Artistic Affairs Committee (the “Committee”) of the Board of Directors (the “Board”) of SAR is to oversee academic and artistic programs, including Advanced Seminars, the Resident Scholar and Summer Scholar programs, the J. I. Staley Prize, SAR Press, the Indian Arts Research Center, and other programs identified by the Board from time to time.

2. Membership

The Committee will consist of 2 to 10 members appointed by the Board in accordance with the Bylaws. It is expected that the Committee may invite other persons who are not members of the Board to participate in its activities, as provided for below.

3. Committee Duties and Responsibilities

The following are the duties and responsibilities of the Committee:

1. On an annual basis, request and review reports provided by SAR management on the School’s scholarly programs, including the Resident and Summer Scholars, Advanced Seminars, and J. I. Staley Prize.
2. On an annual basis, request and review reports provided by SAR management on the work of the SAR Press and other media activities, including titles published, titles in production, income and expenses, and other operational matters as appropriate.
3. On an annual basis, request and review reports provided by SAR management on IARC programs and activities.
4. As needed, review IARC’s collections policy, and review and consider approval of proposed acquisitions, de-accessions, and repatriations when presented to the Committee.
5. As needed, review proposals for new academic and artistic programs when presented, coordinating with the Strategic Planning, Development, and Finance Committees, and, when appropriate, recommend approval of new programs to the full Board.
6. As needed, provide information to the Executive Committee on program activities and advise on policy issues.
7. Fulfill additional tasks as charged by the Board or the Chair of the Board.

4. Structure and Operations

The Committee will meet at least two times a year, with additional meetings as deemed necessary or desirable by its chair.

The Committee may invite members of SAR staff and other persons to attend meetings, which may be a continuing invitation, as its chair may deem desirable or appropriate. Members of the Committee may participate in a meeting of the Committee by conference call or similar communications technology in accordance with Restated Bylaws.

The Committee chair will prepare or approve an agenda in advance of each meeting and communicate meeting details to the membership in a timely fashion, including the provision of any support materials to be reviewed prior to meeting.

The Committee chair will arrange for minutes to be taken at each meeting.

At the conclusion of each meeting, the Committee will produce a written report based on the minutes or a copy of the minutes, which will include an attendance record, a copy of the agenda, and a full account of the Committee discussions, with documented recommendations and decisions. The report or a copy of the minutes will be submitted to the Governance and Nominating Committee no later than three weeks after each meeting.