

President

1. **Purpose:** Serves as presiding officer of the organization and conducts the business of the organization, with the approval of the Executive Board.
2. **Term of Office:** One year. Elected annually.
3. **Voting Status:** Voting member.
4. **Major Duties/Responsibilities:**
 - A. Presides at the Annual Business Meeting and four Executive Board meetings; prepares and distributes agenda, with required reports, to Board members prior to the meetings.
 - B. Appoints the Chairs of the Education Committee and Scholarship Committee with the approval of the Executive Board. Also makes appointments to task forces; draws up charge to each, sets deadlines, and monitors progress.
 - C. Serves as spokesperson on archival concerns within the region as well as nationally.
 - D. Serves as a liaison with other state, national, and regional archival organizations.
 - E. Receives, responds to and initiates correspondence as required in the conduct of SGA business, including appointment letters, thank-you letters for donations to scholarship and award funds, and acknowledgements for service to the organization and to recipients of scholarships.
 - F. Creates a yearly working calendar of events for the organization.
 - G. Works with the Treasurer to develop the annual budget that is submitted for Board approval at the January Board meeting.
 - H. Responsible for soliciting and bestowing the SGA President's Award each year.
 - I. Reminds Board members and committee chairs of their duties when there are two unexcused absences per year.
 - J. Forwards to the SGA Archivist any non-current files and turns over the current files to the incoming President.
5. **Approved by the Executive Board:** November 7, 2001

Calendar of Events (updated June 2009)

January

- Executive Board Meeting (late January)
- Committee appointments announced and approved
- Budget approved
- Second renewal notices mailed (via e-mail and mail)
Remember to comp membership for Hart and Gulley recipients

February

- Membership cutoff date (February 28)
- Membership Directory compiled for online access
- Georgia Day at State Capitol (February 12)

March

- Spring SGA Newsletter deadline (March 1)
- Application deadline for Hart Scholarship (March 15)
- Scholarship Committee selects Hart Scholarship winner

April

- Executive Board meeting (late April)

June

- Georgia Archives Institute
- Initial Annual Meeting publicity via listserv, website
- Spring workshop (April, May, or June)

July

- Summer SGA Newsletter deadline (July 1)
- Executive Board meeting (late July)

August

- Annual Meeting information publicity
- Society of American Archivists meeting (August 11-16)

SGA office hours, social event (TBA)
Provenance Editorial Board meeting (TBA)

September

- Fall SGA Newsletter deadline (September 1)
- Deadline for Gulley Scholarship nominees
- Provenance

October

- Nomination Committee circulates ballots for next year's officers via SurveyMonkey
- Gulley Scholarship awarded
- Georgia Archives Month (month of October)
- Committee Chair appointments for next calendar year selected, approved and acknowledged (President)

Education Committee
Scholarship Committee

November

- Officer appointments for next calendar year approved
- Elected officers acknowledged (President)
- Annual Meeting (Savannah, November 4-6)

Pre-conference workshop
 Executive Board meeting
 Provenance Editorial Board meeting
 Renewal notices distributed to meeting attendees
 Committee sign-up sheets distributed

- Winter SGA Newsletter deadline (November 15)
- Renewal notices circulated (for those not attending the annual meeting include scholarship appeal)

December

- Complete transfer of files to new officers/committee chairs
- Complete transitional meetings between old officers/committee chairs and their new counterparts
- Complete transfer of archival files to Archivist

President's Award

1. **Purpose:** The President's Award recognizes individuals outside the archival profession who make significant contributions to the archival profession.
2. **Responsibilities:**
 - A. Promote awareness of the President's Award among the members of the Society.
 - B. Encourage and solicit nominations for the President's Award from the members of the Society.
 - C. Review nominations and select the recipient of the Award.
 - D. Notify recipient and have award created.
 - E. Present award at Business Meeting at the Society's Annual Meeting.
3. **Procedures:**
 - A. The President shall call for nominees for the President's Award to be published in the fall issue of the Society's newsletter.
 - B. The President shall communicate his/her decision to the Executive Board for approval, either during a regular meeting of the Board held in the late spring or early summer, in the absence of such an opportunity, individually by telephone.
 - C. All elected members of the Executive Board shall be informed of the President's selection for the President's award, and the nominee must be approved by a majority vote of the elected officers.
 - D. The President will notify the winner by mail and invite them to attend the annual meeting for the presentation of the award.
 - E. Prepare a news article for submission to the Society's newsletter and other appropriate publications announcing the winner of the President's Award.

- F. A certificate or other appropriate artifact will be prepared and presented to the recipient. The President or his/her designee shall present the Award during the Business Meeting at the Society's Annual Meeting. If the recipient is not present, the President will attempt to make a presentation at another comparable event.
- G. The President may elect to recommend to the Executive Board that no Award be given. In this event, the recommendation should be communicated to the Executive Board and approved in the manner outlined in B and C above.