

Vice-President / President-Elect

1. **Purpose:** Presides over Executive Board meetings if the President is absent or incapacitated and assumes the role of President should the current President resign from office. The Vice-President serves as Chair of the Membership Committee.
2. **Term of Office:** One year. Elected annually.
3. **Voting Status:** Voting member.
4. **Major Duties/Responsibilities:**
 - A. Attends four Executive Board meetings and the Annual Business Meeting.
 - B. Consults with the President on SGA business.
 - C. Presides over Executive Board meetings in the absence of the president.
 - D. Serves as a liaison with other state, national, and regional archival organizations.
 - E. Chairs the Membership Committee and reports on the Committee's activities at the Executive Board meetings.
 - F. Reserves SGA booth at SAA annual meeting and coordinates management of the booth.
 - G. Arranges, if approved, SGA party at SAA meeting.
 - H. Forwards to the SGA Archivist any non-current files and turns over the current files to the incoming Vice-President.
5. **Approved by the Executive Board:** November 7, 2001