

## **President Timetable**

### January

- Executive Board Meeting (late January)
- Committee appointments announced and approved
- Budget approved

### February

- Membership cutoff date (late February)
- Georgia Day at State Capitol (February 12)

### March

- Spring SGA Newsletter deadline (early March)

### April

- Executive Board meeting (late April)

### June

- Georgia Archives Institute

### July

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

### August

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

### September

- Fall SGA Newsletter deadline (early September)

### October

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

### November

- Officer appointments for next calendar year approved
- Elected officers acknowledged (President)
- Annual Meeting
  - 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 (mid November)

#### 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