

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: October 12, 2010**