

## **Directors**

1. **Purpose:** Serve as representatives of the general membership on the Executive Board, Committees, and elsewhere as needed. The Second-Year Director serves as Chair of the Local Arrangements Committee and the First-Year Director serves as Chair of the Program Committee.

2. **Term of Office:** Two years. One director elected annually. Following their election, serves as First-Year Director. During second year of service, acts as Second-Year Director.

3. **Voting Status:** Voting members.

### **4. Major Duties/Responsibilities:**

#### **First-Year Director**

- A. Attends four Executive Board meetings and the Annual Business Meeting.
- B. Serves as Chair of the Program Committee and presents written and verbal reports on the Committee's activities at Executive Board meetings.
- C. Serves as a representative of the general membership on the Executive Board, Committees, and elsewhere as needed.
- D. Serves as a liaison with other state, national, and regional archival organizations.
- E. May be responsible for other duties as requested by the President.
- F. Forwards to the SGA Archivist any non-current files and turns over the current files to the incoming First-Year Director.

#### **Second-Year Director**

- A. Attends four Executive Board meetings and the Annual Business Meeting.
- B. Serves as Chair of the Local Arrangements Committee and presents written and verbal reports on the Committee's activities at Executive Board meetings.
- C. Serves as a liaison with other state, national, and regional archival organizations.
- D. May be responsible for other duties as requested by the President.
- E. Forwards to the SGA Archivist any non-current files and turns over the current files to the incoming Second-Year Director.

### **5. Approved by the Executive Board: October 12, 2010**