

Georgia Archives Month Liaison

1. **Purpose:** The Georgia Archives Month Liaison is responsible for the planning and promoting of Georgia Archives Month.
2. **Term of Office:** One year. Appointed position by the SGA president with Executive Board Approval.
3. **Voting Status:** Non-voting member.
4. **Major Duties/Responsibilities:**
 1. Attends four Executive Board meetings and the Annual Board Meeting and presents written and verbal reports on activities at the meetings.
 2. May appoint a co-chair from any other organization.
 3. Establishes a budget and solicits sponsorships for the creation and mailing of a poster and letter.
 4. Develops a theme and design for poster and electronic flyer to celebrate Georgia Archives Month.
 5. Maintains mailing lists for poster.
 6. Promotes Georgia Archives Month with other archivist, historian, librarian and records management organizations in the state of Georgia.
 7. Coordinates with the SGA webmaster to publicize Georgia Archives Month events.
 8. Submits announcements, press releases, and promotional material to archives related listserv web sites and newsletters.
 9. Maintains the Georgia Archives Month Procedural Manual and related files.

Approved by the Executive Board: October 12, 2010