

## Annual Meeting Local Arrangements Committee

1. Purpose:
  - a. The Local Arrangements Committee is a standing committee of the Society of Georgia Archivists. The Committee shall plan all aspects of the Society's annual meeting (except the program) which takes place in the fall of each year.
2. Composition and membership:
  - a. The second-year director serves as the chair of the Local Arrangements Committee, responsible for oversight of all components of the annual meeting except the content of the program.
  - b. The committee is administered by the chair and composed of as many additional members as needed to assist in the work of the committee. The chair is encouraged to take proper advantage of local resources and to include several members from the host city to help with local arrangements.
  - c. The members of the committee shall serve a one-year term.
3. Reporting Procedure
  - a. The chair reports directly to the executive board.
4. Responsibilities:
  - a. Schedules the annual meeting for a two-day period (generally a Thursday morning through Friday noon) in the fall (generally November) of each year. The dates of the meeting should be approved by the Board no later than the January Board meeting.
  - b. The committee chair submits an operation budget to be approved by the board which may be used to cover such costs as printing, postage, meeting space (venue), equipment rental, audiovisual support, vendors, catering, and administrative supplies. Once a meeting is over, the Chair should carefully review all expenditures associated with the meeting to ensure their accuracy and consult with treasurer to confirm findings.
  - c. Chair selects meeting site and/or hotel for the meeting according to meeting evaluations and board member input. This includes surveying hotels, selecting a headquarters hotel, reserving an appropriate block of rooms, negotiating room rate, arranging for meeting rooms, and contracting for all necessary services on behalf of SGA. These activities should get started no later than 12 months prior to the anticipated meeting date.
  - d. Provides general oversight for all facets of local arrangements to ensure that deadlines are being met and that the planning process is going smoothly.
  - e. At the first meeting of the local arrangements committee, or during the first month of email contact, establishes the overall meeting timetable and establishes required deadlines including the meeting announcement and publicity, hotel registration, meeting registration, catering, etc.
  - f. Recommends registration fee for the approval by the executive board.
    - i. See "SGA Annual Meeting Checklist" for detailed information about registration fees
5. Procedures

- a. By January board meeting, secures the meeting location.
- b. After the program committee establishes the theme/title of the meeting, coordinates creation of promotional materials (such as print or email flyers) incorporating chosen theme/title, meeting site, dates, registration info (if available).
- c. Creates online registration forms using Wild Apricot (member, non-member, student, and for other groups as needed).
- d. Coordinates opening of registration with website manager and treasurer; ideally also with a draft program to include with the announcement.
- e. Jointly, with the chairs of the program and outreach committees, prepares and distributes annual meeting information and publicity to membership and non-members. Means of distribution include the SGA website, SGA Newsletter, SGA listserv, SGA Facebook site, SGA blog, SAA listserv, and other forums hosted by SGA or other regional archival organizations.
- f. Creates vendor registration form and sets costs for exhibiting and sponsorship.
- g. Solicits and coordinates sponsors and vendors for the annual meeting. Selects, designs, and orders meeting giveaway sponsored by vendors (as funding permits).
- h. Selects caterer (if applicable), reviews menus, and makes food selections (generally includes breakfasts, morning and afternoon breaks, Thursday lunch, and Thursday night reception).
- i. Arranges for optional tours of attractions, historic sites, etc.
- j. Plans all aspects of Thursday night reception.
- k. Coordinates with the Administrative Assistant in the preparation of annual meeting packets and nametags to be distributed to attendees.
- l. Coordinates staffing at the registration table at the annual meeting with support from the Administrative Assistant and Membership Committee members.
- m. Maintains close contact with the site's events coordinator to ensure that all deadlines are met and the event runs smoothly.

Approved by the Executive Board: March 2, 2015