

Membership Committee Timetable

Ongoing

Membership Committee Chair sends out welcome letters, brochure and pencil to new members. Will be notified by Administrative Assistant. Create password access in membership directory for each new member and notify by welcome letter.

Take photos of tours/social events for Flickr (coordinate with Outreach Manager).

December/Early January

Membership Committee Chair consults with Treasurer to determine the committee's budget for next year.

Meet with previous Chair to learn about responsibilities and get copies of documents, as well as the brochures, pencils and banner.

Request administrator-level access to the SGA website from Web Manager (for membership directory access).

January/February

Prepare preliminary budget and report for first Board Meeting.

Have initial meeting with committee.

Coordinate sending out emails with brochure to faculty and students in archival programs in the southeast and other organizations, encouraging them to join SGA.

Coordinate sending out letters and brochure to historical societies in Georgia promoting membership in SGA.

March

Coordinate with Administrative Assistant and Listserv Manager to forward email addresses of current members who have not renewed and purge listserv of those members and to deactivate their accounts in the membership directory.

Plan for tours/social events in various parts of the state. Try to schedule something in Spring/Summer and during October – Georgia Archives Month. After each tour/event, write up a short report and forward with photos to the Newsletter Editor.

Plan for member/first-time attendee events at the annual meeting, such as New Faces Meet-Up, a poster session, etc.

April

Contact SAA to schedule time slot for SGA Office Hour (1 hour in the exhibit hall) at the SAA annual meeting to make sure we are listed in the program.

May

Prepare report and attend 2nd Board Meeting Contact coordinator of the Georgia Archives Institute to schedule a time that the Chair or designee can promote SGA to participants.

June/July

Membership Chair or designee presents information about SGA to Georgia Archives Institute participants. Distribute brochures, newsletters, pencils, flyer about how to publish in Provenance, etc.

Contact SGA Annual Meeting Directors to reserve a table for registration and space/tables for member/first-time attendee events.

Coordinate staffing of the SGA table (1-hour time slot in exhibit hall) at the SAA annual meeting; confirm plans for SAA social event.

Make arrangements for the SGA happy hour at SAA. Promote via listserv.

Prepare report and attend 3rd Board Meeting (usually at the end of July).

August

Hold SAA social event and office hour.

Send out emails with annual meeting flyer to faculty and students in archival programs in the Southeast and other organizations, encouraging them to join SGA and attend the Annual Meeting.

September/October

Hold tour/social event in October – Georgia Archives Month.

Recruit and schedule volunteers from the committee to staff the member/first-time attendee events and the registration table at the annual meeting (coordinate with Administrative Assistant).

Print committee sign-up sheets to display at the registration table for the following year.

Prepare report for and attend 4th Board Meeting (day before the Annual Meeting) and prepare report for the Business Meeting.

Type up list of committees and distribute to new Committee Chairs after annual meeting.

November/December

Meet with incoming Membership Committee Chair, transfer active files to new Chair and transfer inactive files to Archivist.

Prepare final report for January Board Meeting.

Thank Membership Committee members.