

## **President**

1. Purpose: Serves as presiding officer of the organization and conducts the business of the organization, with the approval of the Executive Board.
2. Term of Office: One year. Elected annually.
3. Voting Status: Voting member.
4. Major Duties/Responsibilities:
  - A. Presides at the Annual Business Meeting and four Executive Board meetings; prepares and distributes agenda, with required reports, to Board members prior to the meetings.
  - B. Appoints the chairs of committee with the approval of the Executive Board. Also makes appointments to task forces; draws up charge to each, sets deadlines, and monitors progress.
  - C. Serves as spokesperson on archival concerns within the region as well as nationally.
  - D. Serves as a liaison with other state, national, and regional archival organizations.
  - E. Receives responds to and initiates correspondence as required in the conduct of SGA business, including appointment letters, thank-you letters for donations to scholarship and donations (\$50 or more), and acknowledgements for service to the organization and to recipients of scholarships.
  - F. Creates a yearly working calendar of events for the organization.
  - G. Works with the Treasurer to develop the annual budget that is submitted for Board approval at the January Board meeting.
  - H. Responsible for soliciting and bestowing the SGA President's Award each year.
  - I. Reminds Board members and committee chairs of their duties when there are two unexcused absences per year.
  - J. Forwards to the SGA Archivist any non-current files and turns over the current files to the incoming President.
5. Approved by the Executive Board: October 12, 2010