

Annual Meeting Program Committee

1. Purpose: The Annual Meeting Program Committee is a standing committee of the Society of Georgia Archivists. The Committee shall plan the annual meeting program of the Society in the fall of each year.

2. Composition and Membership:

A. The first-year director serves as chair of the Annual Meeting Program Committee, responsible for oversight of all components of the annual meeting 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.

C. The members of the committee shall serve a one-year term.

3. Reporting Procedure:

The Chair reports directly to the Executive Board.

4. Responsibilities:

A. The committee is provided an operating budget, established by the Executive Board, which may be used to cover such costs as honoraria for the keynote speaker and possibly the travel expenses of non-members speakers if these expenses are factored into the budget for the meeting. Once the meeting is over, the Program Committee chair should carefully review all expenditures associated with the program to ensure accuracy.

B. The chair provides general oversight for all facets of the program to ensure that deadlines are being met and that the planning process is going smoothly.

C. At the first meeting of the Annual Meeting Program Committee the chair establishes the overall meeting timetable and establishes required deadlines (i.e. program development, invitations for speakers, creation of reimbursement forms, etc.)

5. Procedures:

A. Develops program ideas into sessions and selects speakers and moderators as early in the year as possible. Normally the program consists of a plenary session at the beginning of the meeting, followed by concurrent sessions on Thursday and Friday.

B. Coordinates all activities relating to the speakers/moderators including sending confirmation letters to the speakers and moderators, obtaining bios and audiovisual equipment needs, negotiating speaker expenses. Forwards audiovisual needs to the chair of Local Arrangements by the deadline established.

C. During the annual meeting, appoints a liaison among the Committee's members to each program session to greet the speakers and to ensure that things run smoothly in the session.

D. Prepares the meeting information for posting on the SGA Website.

E. Develops publicity material regarding the material for distribution in the SGA Newsletter and other appropriate vehicles including the SGA listserv, SAA newsletter, and other regional archival organizations.

F. Coordinates with the Administrative Assistant in the preparation of annual meeting packets and nametags to be distributed to the attending members.

Approved by the Executive Board: October 12, 2010