

## **Education Committee**

1. **Purpose:** The Education Committee is a standing committee of the Society of Georgia Archivists. The committee is responsible for planning, conducting, and promoting opportunities for professional-level training, education and debate sponsored by SGA alone or in cooperation with other organizations.

### **2. Composition and Membership:**

A. The Committee is administered by a Chair, appointed by the President, with the advice and consent of the Executive Board and is composed of at least two additional members.

B. The members of the committee shall be appointed to a one-year term.

### **3. Reporting Procedure:**

A. The Chair reports directly to the Executive Board.

### **4. Responsibilities:**

A. Solicits suggestions and proposals from members of the Society and coordinates ideas with the Program Committee.

B. Presents proposals for educational programs and activities to the Executive Board for approval.

C. Plans, organizes, promotes, and conducts educational activities approved by the Executive Board, including: coordinating event schedules with the SGA calendar and other archival events; workshop content for instructor; negotiates financial arrangements; selects site or host institution; determines registration fees; assigns local arrangement responsibilities; designs and produces promotional material.

D. If grant funding is sought, makes proposal to Executive Board for approval. The committee writes and submits the grant proposal, with board approval. Once accepted, the President signs all contracts, but the committee chair prepares final report to granting agency.

E. Publicizes the event, including the posting of notices in the SGA newsletter, SGA website, and SGA listserv; the posting of notices in other publications and listservs; the acquisition of appropriate mailing lists from related organizations, and the mailing of notices to SGA members.

### **5. Procedures:**

A. Maintains a listing of activities conducted by this Committee, along with a list of Committee members.

B. Submits for approval to the Executive Board all education events planned in conjunction with the Annual Meeting. Coordinates with the Annual Meeting Committee on proposals for educational activities, including grant funding.

C. Submits a written report to the Executive Board following each workshop, symposium, or other activity including details on attendance, the response of attendants to the program, and any recommendations for improvement or change in the future.

D. All financial receipts and disbursements, including registration and travel expenses, are processed through the Society's Treasurer.

E. The Society reimburses instructors for expenses incurred in modest commercial travel, food, and one night's lodging. All receipts are submitted to the Chair of the Education Committee as quickly as possible.

F. Education events planned in conjunction with the Annual Meeting are coordinated with the Annual Meeting Committee.

**6. Approved by the Executive Board: October 12, 2010**