

President

Revised April 2011
Approved April 2011

Purpose:

As President, to serve as presiding officer of the organization and to conduct the business of the New England Archivists (NEA), with the approval of the Executive Board.

Term of Office:

Second year of three-year term.

Major Duties:

- Presides at Annual Business Meeting and four Executive Board meetings; calls for reports and distributes agenda to Board members prior to the meetings.
- Consults with the Vice President and Immediate Past President to provide continuity.
- Makes standing committee, task force appointments, and ex-officio Board members with the approval of the Executive Board; draws up charge to each, sets deadlines, and monitors progress. Standing committees include the following: Communications, Education, Haas Award, Hale Award, Membership, Financial Planning, Newsletter, and Web committees. Ex-officio board members include the following: Archivist, Clerk, Development Coordinator, Membership Secretary, and Print Coordinator.
- Serves as spokesperson on archival concerns within the region as well as nationally.
- Receives, responds to and initiates correspondence as required in the conduct of NEA business.
- Writes president's column for Newsletter and web site four times a year.
- Submits budget to the Treasurer by September 1.
- Submits a quarterly report to the Board a week before the Board meeting.
- Reminds Board members and committee chairs of their duties when there are two unexcused absences per year.
- Signs and compiles IRS tax form 990 by May 15 deadline.
- Signs public charity (Commonwealth of Massachusetts PC form) and sends to Treasurer.
- Transfers all non-current records to the Archives at the end of term.
- Submits a quarterly report to the Board about a week before the Board meeting.

Calendar As President:

Before Executive Board Meetings,

- Sets date for Executive Board meetings.
- Four weeks before Executive Board meetings, prepares agenda, president's report and reminds Board members to submit reports.
- Newsletter and Website
- Writes president's column and submits to newsletter editors six weeks before newsletter is scheduled for printing.
- Tax Forms
- Signs and mails IRS form 990, prepared by the NEA accountant, by May 15th. Sends a copy of the form to the NEA Treasurer.
- Signs Form PC, prepared by the NEA accountant, and sends it and a copy to the NEA Treasurer by the first week in May.