

Vice President/President-Elect

Revised April 2011
Approved April 2011

Purpose:

As Vice President, to assist in conducting the business of the organization and to select meeting sites for future meetings.

Term of Office:

First year of three-year term.

Major Duties:

- As a voting member of the Board, attends four Executive Board meetings and the Annual Business Meeting.
- Consults with the President and Immediate Past President to provide continuity.
- Appoints Program Committee and Local Arrangements Committee members and Chairs with Executive Board approval. Selects meeting sites.
- Monitors progress and costs of meetings throughout planning stages.
- Presides in the absence of the President.
- Arranges for the New England Archivists (NEA) Newsletter and membership brochures to be placed on the information table at SAA meeting.
- Arranges for the NEA gathering at SAA meeting, and publicizes gathering in the SAA meeting program and on the Archives and Archivists listserv.
- 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:

New England Archivists Meetings

- Selects site, date and theme (if desired) for meetings at least a year and a half before, with the approval of the Executive Board.
- Appoints Program Committee Chair and members and Local Arrangements Committee Chair and members with Executive Board approval one and half years prior to meeting date.