

Representative-at-Large

Revised April 2011
Approved April 2011

Purpose:

To serve as a representative of the general membership on the Executive Board, committees, and elsewhere as needed.

Term of Office:

Three Years. Four positions that rotate; at least one elected annually.

Major Duties:

- As a voting member of the Board, attends four Executive Board meetings and the Annual Business Meeting each year.
- Serves as a representative of the membership by soliciting input and advice from it.
- Serves on the Hale Professional Development Award Committee.
- Serves on the Distinguished Service Award Committee and Archival Advocacy Award Committee.
- Serves as Board liaison on one or more of the standing committees. As a liaison, the representative is neither considered an active member of the committee nor required to attend committee meetings; however, the representative should be aware of the committee's activities and provide input and advice as necessary.
- Two Representatives-at-Large will serve on the Financial Planning Committee, to be appointed annually by the President.
- One Representative-at-Large serves on the Haas Grant Committee.
- Assumes other duties as requested by the President.
- Transfers all non-current records to the Archives at the end of term.