

President

1. **Purpose:** Serves as the chief executive officer of the organization and is responsible for the general supervision and control of society affairs and finances.
2. **Term of Office:** One year. Elected annually.
3. **Voting Status:** Voting member.
4. **Major Duties/Responsibilities:**
 - a. Presides at all meetings of the Society and Executive Board.
 - b. Approves and signs all contracts, legal documents, financial statements and expenditures in excess of those budgeted.
 - c. Appoints members and chairs of standing committees and task forces.
 - d. Appoints newsletter editor and other such editors as necessary.
 - e. Serves as spokesperson on archival concerns regionally, nationally and internationally.
 - f. Serves as liaison with other state, national and regional archival organizations, unless otherwise appointed.
 - g. Appoints the SAA Liaison.
 - h. Serves as an ex-officio member of all committees, except the Nominating Committee.
 - i. Deposits and disburses Society funds in the event that the Treasurer is unable to do so.
 - j. Works with the Treasure to develop the annual budget.
 - k. Prepares for publication a summary of Executive Board meetings held by the Society.
 - l. Prepares an annual report to the society and a summary of Annual Business Meeting minutes.
 - m. Submits all non-current records of the Executive Board to the Society archives in Tallahassee, Florida.

Approved by the Executive Board: June 10, 2013