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