SFA President Timeline

January
• Seek Executive Board approval of annual budget.
• Seek Executive Board approval to appoint new/continuing committee members and chairs. Acknowledge committees and announce to SFA membership.
• Distribute committee charges.
• *The Florida Archivist* newsletter deadline (early January).

February
• Prepare for March Board meeting.

March
• Executive Board meeting (early March).
• Distribute Annual Meeting announcements to membership.

April
• *The Florida Archivist* newsletter deadline (early April).
• Work with Annual Meeting Committee and Executive Board to finalize Annual Meeting logistics.

April/May
• Annual Meeting (pre-conference, Executive Board & Annual Business meetings).

May
• Acknowledge and provide orientation for newly elected Executive Board members.
• Transfer files to State Archives.
• Send letters of appreciation to outgoing Executive Board, committee, and local arrangements members.

June
• Executive Board meeting (early June): outline annual goals.
• Designate and announce next annual meeting location; announce local arrangements chair and committee members.

July
• *The Florida Archivist* newsletter deadline (early July).

August
• Society of American Archivists Annual Meeting.

September
• Executive Board meeting (early September).

October
• *The Florida Archivist* newsletter deadline (early October).
November
  • Solicit and review nominations for committee membership.

December
  • Executive Board meeting.
  • With Treasurer, develop annual budget.
  • Solicit volunteers for open Committees.