

Annual Meeting Committee

Committee Chair

1. **Purpose:** The Chair leads the Annual Meeting Committee in successfully coordinating logistics, local arrangements, and programming for the Society's Annual Meeting.
2. **Term of Office:** One year. Appointed.
3. **Voting Status:** Ex-officio. Non-voting.
4. **Major Duties/ Responsibilities:**
 - a. Coordinates all activities of the Annual Meeting Committee.
 - b. Attends Executive Board and Annual Meetings.
 - c. Presents verbal or written reports of Committee activities to the Executive Board and at the Annual Business meeting.
 - d. Develops and adheres to a timetable and budget for planning logistics and Annual Meeting program.
 - i. Works with the Executive Board to establish Annual Meeting dates.
 - e. Negotiates meeting site and hotel accommodations. Presents contracts to the Executive Board for approval.
 - f. Negotiates transportation, food and beverage, reception and other such contracts as necessary. Presents contracts to the Executive Board for approval and non-recurring funding, if applicable.
 - g. Announces logistical and programmatic information for Annual Meeting.
 - i. Creates and distributes web- and print-based announcements. Coordinates announcements with Membership Chair, Web Communications Manager and Newsletter Editor.
 - ii. Creates or revises registration form.
 - iii. Creates and distributes call for pre-conference workshops, Annual Meeting sessions, and graduate student poster sessions. Collects proposals.
 - iv. With Committee, selects workshops, sessions and poster sessions for presentation.
 - v. Sends letters of decline for non-accepted proposals.
 - h. Oversees development and finalization of program content and materials.
 - i. Negotiates sponsorships and vendor exhibitions.
 - j. Coordinates silent auction.
 - k. Coordinates Annual Meeting luncheon, reception, and tours.
 - l. Serves as Annual Meeting host. Coordinates on-site activities.
 - m. Submits an annual report at the Annual Business Meeting.

- n. Submits a final report and all relevant, non-current records of the Committee to the President for transfer to the Society archives in Tallahassee, Florida.
- o. Sends thank you letters to vendors, sponsors, and presenters.

Committee Members

1. **Purpose:** The Annual Meeting Committee is a standing committee of the Society of Florida Archivists. The Committee coordinates the Society's Annual Meeting program in late spring/early summer of each year.
2. **Number of members:** 3- 4. The Vice President shall serve as a member of the Committee.
3. **Term of Office:** One year. Appointed.
4. **Voting Status:** Non-member. Non-voting.
5. **Major Duties/Responsibilities:**
 - a. Attend Annual Meeting.
 - b. Assist the Chair by functioning as the local arrangements, host and program committees.
 - c. Review and select workshop, session, and poster session proposals.
 - d. Send letters of acceptance for selected workshops, sessions and poster sessions. Liaise with presenters to ensure successful presentation of workshops, sessions, and poster sessions.

Approved by the Executive Board: June 10, 2013