

SFA Executive Board Timeline

January

- Approve annual budget.
- Approve new/continuing committee member appointments.
- *The Florida Archivist* newsletter deadline (early January).

February

- No activity.

March

- Executive Board meeting (early March).

April

- Approve ballot for vacant Executive Board positions.
- Approve Award recipient(s).
- Assist President and Annual Meeting Committee in finalizing Annual Meeting logistics.
- *The Florida Archivist* newsletter deadline (early April).

April/May

- Annual Meeting (pre-conference, Executive Board & Annual Business meetings).

May

- Outgoing members: Transfer current records to incoming Board members; Submit non-current records to President for transfer to State Archives.
- Incoming members: Attend orientation.

June

- Executive Board meeting (early June).

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

- No activity.

December

- Executive Board meeting.