

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.

Approved by the Executive Board: June 10, 2013