

Vice President

1. **Purpose:** Assists the President in the management of Society affairs and acts for the President in their absence.
2. **Term of Office:** One year. Elected annually.
3. **Voting Status:** Voting member.
4. **Major Duties/Responsibilities:**
 - a. Consults with and performs duties assigned by President as related to official SFA business.
 - b. Attends Executive and Annual Board meetings.
 - c. Serves as a member of the Annual Meeting Committee.
 - d. Serves as a liaison with state, regional and national archival organizations, unless otherwise appointed.
 - e. Assumes and performs the duties of the President in the event that the President is unable to do so.

Approved by the Executive Board: June 10, 2013