Annual Meeting Program Committee

1. Purpose: The Annual Meeting Program Committee is a standing committee of the Society of Georgia Archivists. The Committee shall plan the program for the annual meeting of the Society each fall.
2. Composition and Membership:
    a. The first year director serves as chair of the annual program committee, responsible for oversight of all components of the annual meeting program.
    b. The committee is administered by the chair and composed of as many additional members as needed to assist in the work of the committee.
    c. The members shall serve a one-year term.
3. Reporting Procedure
    a. The chair reports directly to the Executive Board.
4. Responsibilities:
    a. The committee is provided an operating budget, (approved instead of established) by the Executive Board, which may be used to covers such costs as honoraria, travel, and lodging for the keynote speaker and possibly the travel expenses of non-member speakers (if these expenses are factored into the budget of the meeting and these speakers live out of state). Once the meeting is over, the program committee chair should carefully review all expenditures associated with the program to ensure accuracy and turn receipts over to treasurer so that speakers can be reimbursed.
    b. The chair provides general oversight for all facets of the program to ensure that deadlines are being met and that the planning process goes smoothly.
    c. At the first meeting of the annual meeting program committee the chair establishes the overall meeting timetable and establishes required deadlines (i.e. program development, invitations for speakers, creation of reimbursement forms, etc.).
5. Procedures:
    a. Develops program ideas into sessions and selects speakers and moderators as early in the year as possible. Normally the program consists of a plenary session at the beginning of the meeting followed by concurrent sessions on Thursday and Friday.
    b. Alternately, the program committee can send a call for presentations via listservs and social media and solicit program sessions.
    c. Regarding the plenary speaker(s):
        i. Inform plenary speaker(s) that their talk will be published in the next issue of *Provenance*.
        ii. Forward the name of the plenary speaker(s) along with contact information and a bio to the *Provenance* editor as soon as they're booked.
        iii. Typically only one plenary speaker is scheduled for the annual meeting, the session to be held the first morning of the conference. Use of more than one plenary or keynote address is optional and rarely occurs.
    d. Coordinates all activities relating to the speakers/moderators including:
        i. Sending confirmation letters to the speakers and moderators

      ii.   Obtaining bios

     iii.   Obtaining audiovisual equipment needs of speakers/presenters and forwarding to chair of local arrangements by the deadline established (program committee –OR- presenters should provide laptops)

     iv.   Negotiating keynote speaker expenses (we typically offer an honorarium of $300-$500).

e.   Sends out a call for posters.

f.   Program chair will secure signed agreement forms with all participants in meeting and poster sessions, both invited and submitted.

g.   During the annual meeting, appoints a liaison among the Committee's members to each program session to greet the speakers and to ensure that things run smoothly in the session. One committee member should liaise with the poster participants. Committee member should alert local arrangements chair if there are problems with A/V, temp, etc.

h.   Prepares the meeting information for posting on the SGA website (coordinate with web master).

i.   Develops publicity material promoting the annual meeting in the SGA Newsletter and other appropriate vehicles including the SGA Listserv and social media, Archival Outlook (SAA's newsletter), and the newsletters of other regional archival organizations.

j.   Coordinates with the Administrative Assistant in the preparation of annual meeting packets and nametags to be distributed to the attending members.

Approved by the Executive Board: March 2, 2015