

Society of Ohio Archivists Nominating Committee
Roles and Responsibilities of Positions

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| Position | President |
| Term | One year |
| Renewable | No |
| Voting member | No – unless to break tie May make motions |
| Duties | <ul style="list-style-type: none"> ➤ Coordinates the affairs of the Society ➤ Presides over all business and council meetings. ➤ Calls council meetings at convenient intervals ➤ Create and terminate standing committees with the advice and approval of the Council ➤ Appoints chair of each standing committee ➤ In the case of a vacancy in any of the offices, except President, nominates replacement. ➤ Serves as SOA representative at events (Statehood Day, History Day) ➤ Serves on the Strategic Planning Committee. |

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| Position | Vice President (President Elect) |
| Term | One year (election year coincides with president's term) |
| Renewable | No |
| Voting member | Yes |
| Duties | <ul style="list-style-type: none"> ➤ Shall perform the duties of the president in case the president is absent or incapacitated ➤ Attends quarterly meetings ➤ In the event of a vacancy in the presidency, Vice President assumes office for the remainder of the term. May run for another term of the office immediately following first term ➤ Serves on the Educational Programming Committee ➤ Provides quarterly committee updates at council and business meetings |

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| Position | Treasurer |
| Term | Two years (election year alternates with Secretary) |
| Renewable | Yes - unlimited |
| Voting member | Yes |
| Duties | <ul style="list-style-type: none"> ➤ Attends quarterly meetings ➤ Follows budget approved by council ➤ Has custody of all monies belonging to the Society ➤ Makes payments but only on the authority of council ➤ Files SOA state and federal taxes ➤ Serves on the Membership Committee ➤ Collects membership dues ➤ Keeps an accurate list of members – made available on the website ➤ Provides a financial and membership report at the annual meeting |

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| Position | Secretary |
| Term | Two years (election year alternates with Treasurer) |
| Renewable | Yes - unlimited |
| Voting member | Yes |
| Duties | <ul style="list-style-type: none"> ➤ Attends quarterly meetings ➤ Takes minutes at council and annual business meetings ➤ Ensures special deliberations of council (ie. In-between council actions) are recorded in the next council or business meeting minutes ➤ Sends minutes to SOA website manager (PIC chair) for posting ➤ Serves as the archivist of the Society. Records shall be transferred to the secretary as their terms expire |

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| Position | Past-President |
| Term | One year |
| Renewable | No |
| Voting member | No – ex-officio member |
| Duties | <ul style="list-style-type: none"> ➤ Attends quarterly meetings ➤ Serves as Chair of the Nominating Committee ➤ Serves on the Strategic Planning Committee ➤ Provides quarterly committee updates at council and business meetings |

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| Position | Editor, <i>Ohio Archivist</i> |
| Term | Three years |
| Renewable | No |
| Voting member | No – ex-officio member |
| Duties | <ul style="list-style-type: none"> ➤ Appointed by Council ➤ Attends quarterly meetings ➤ Coordinates with OHC liaison regarding publication schedule ➤ Recruits and coordinates with assistant editors ➤ Responsible for content development ➤ Ex-Officio member of the Marketing and Communication Committee |

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|----------------------|---|
| Position | Council Member |
| Term | Two years (Two members – one elected at each annual meeting) |
| Renewable | No |
| Voting member | Yes |
| Duties | <ul style="list-style-type: none"> ➤ Attends quarterly meetings ➤ Attends committee meetings of choice ➤ Provides quarterly committee updates at council and business meetings |