

SCOSAA - Student Chapter of the Society of American Archivists ([Website](#))

SCOSAA is dedicated to the professional development of SILS students by broadening their understanding of issues related to the archival, museum, and cultural heritage professions. The student chapter organizes field trips, schedules speakers and explores volunteer and field experience possibilities.

SCOSAA Executive Board positions require current membership in the Society of American Archivists (SAA). If you are elected to SCOSAA and do not already hold membership in SAA, you must join the national organization by the Spring semester.

President

The President shall be chair of the Executive Board and shall have ultimate responsibility for the functioning of the organization at the University. The President also will consult on a regular basis with the Chapter liaison to the Society of American Archivists. The President will be an ex-officio member of all committees.

Vice President

The Vice-President shall assume the duties of the President in the latter's absence, assume the office of the President should it become vacated, and direct public relations within the University community.

Secretary

The Secretary shall be responsible for maintaining the Chapter's email account, for keeping a record of all Chapter meetings and activities, and for maintaining a file for all permanent records of the organization. The Secretary will also be responsible for assembling a yearbook of the Chapter's activities. The annual Report on current Activities, to be submitted to the Executive Office of the Society of American Archivists, will be prepared by the Secretary.

Treasurer

The Treasurer shall have responsibility for all financial matters pertaining to the organization. Included in these duties will be oversight of all sanctioned fund-raising activities, and the preparation of a Chapter financial report at the beginning and close of each academic semester.

Webmaster

The Webmaster shall have the responsibility for maintaining the organizational website, listserv, and social media.