



TAKING THE PAST INTO THE FUTURE

## **REPRESENTATIVE-AT-LARGE**

*Purpose:* To serve as a representative of the general membership on the Executive Board, committees, and elsewhere as needed.

*Term of Office:* Three Years. Four positions that rotate; at least one elected annually.

### *Major Duties:*

- As a voting member of the Board, attends four Executive Board meetings and the Annual Business Meeting each year.
- Serves as a representative of the membership by soliciting input and advice from it.
- Serves on the Distinguished Service Award Committee and Archival Advocacy Award Committee.
- Serves as Board liaison on one or more of the standing committees. As a liaison, the representative is neither considered an active member of the committee nor required to attend committee meetings; however, the representative should be aware of the committee's activities and provide input and advice as necessary. A Board liaison may be asked to report to the Board on behalf of a committee chair, in cases where a committee chair (or other committee members) are unable to attend a Board meeting.
- Serves on the Richard W. Hale, Jr. Professional Development Award Committee. One Representative-at-Large serves as Chair.
- Serves on the Richard L. Haas Records Management Award Committee. One Representative-at-Large serves as Chair.
- Serves on the Audio/Visual (A/V) Professional Development Award Committee. One Representative-at-Large serves as Chair.
- With other Representatives-at-Large, agrees on assignments of the following responsibilities:
  - One Representative-at-Large coordinates the Meeting & Travel Assistance Scholarship and the Susan J. von Salis Student Meeting & Travel Assistance Scholarship.



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- One Representative-at-Large serves as Roundtable Liaison.
- One Representative-at-Large serves as Volunteer Coordinator.
- One Representative-at-Large serves as Regional Archival Associations Consortium Representative.
- Assumes other duties as requested by the President.
- Maintains active records in NEA-approved systems and transfers non-current records to the Archives at the end of term, in accordance with the NEA Records Schedule.

*Approved April 2011  
Revised February 2019*