



New Society Officer Checklist

Thank you for becoming an AIA Society Officer! Here is a brief transition checklist to help you get acclimated to your new role. Please note: all AIA Societies work a little differently so some of these steps may not apply to you.

- Inform AIA HQ about leadership changes using the [Society Officer Update Form](#). After this is filled out, we can edit your account on the AIA website to ensure that you're able to pull your Society member roster and add you to the Society Officer News mailing list.
- [Confirm that you have an active AIA membership](#). All Society Officers are required to maintain active membership status. Join or renew on the [AIA website](#).
- Check out our [Resources for Society Officers](#)! We have helpful guides related to Society operations, financials, and programming as well as a variety of grants and awards that your Society might be interested in applying for.
- Join the [Society Officer Facebook Group](#).
- View the General Calendar for Societies.
- If possible, ask your predecessor for any historical documents pertaining to your Society. They may have helpful files or emails to share with you.
- Read through your Society bylaws. All chartered AIA Societies have bylaws that include some helpful information. One of your fellow Society Officers will likely have a copy of the bylaws but, if not, contact us and we can send you what we have on file!
- Write an email introducing yourself to your members!

Role Specific

For each of these roles, you'll want to work with your predecessor on some things. We recommend remembering to ask about the following:

- President
 - Be sure to introduce yourself to all of the other officers of your Society, and schedule at least one meeting per year
 - Gain access to the Society bank account (if applicable)
- Treasurer
 - Gain access to the Society bank account
 - Not all Societies have a dedicated bank account and funds are instead sent to the Treasurer or President's personal bank account. If this applies to you, we will get the new bank account information from you the next time we send your Society funds.



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- Find out if your Society has claimed its most recent membership rebate.
 - Most Societies are eligible to claim a rebate each year based on the number of active members they have at the end of the AIA fiscal year, June 30.
- Find out if your Society is a registered nonprofit. Most Societies' annual budgets are small enough that they are not registered, but a handful of AIA Societies are registered nonprofits so this is a good question to ask your predecessor. The protocol for registering as a nonprofit varies by country and [even by state](#), but the [Society Finance Guide](#) has some basic information to help you decide if this is something you should pursue.
- Program Coordinator/Lecture Contact
 - Find out if your Society has any events coming up (including scheduled National Lectures) and what is needed from you to facilitate them
 - Determine if your Society is missing any lecture follow-up forms, as your Society cannot receive its annual rebate without them.
 - Ask the lecture contact at AIA HQ for the most recent copy of the National Lecture Program Guidelines for Societies
 - Get the lineup of [AIA Archaeology Hour](#) Speakers (a monthly virtual lecture program administered by AIA HQ) and add these lectures to your lecture program

Contacts

Besides your fellow local officers, the following contacts may be useful for you

- [AIA VP for Societies and Society Trustees](#)
- [AIA Societies Committee](#)
- AIA Staff
 - Membership and Societies Coordinator: societies@archaeological.org
 - Lecture program contact: lectures@archaeological.org
 - Governance Coordinator: governance@archaeological.org
 - Programs Coordinator: programs@archaeological.org