

ARCHIVES CHAIR JOB DESCRIPTION

1. Chairs all Archives Committee meetings, including monthly Archives committee meetings and Area Assembly Archives committee meetings.
2. Compiles and submits Area Assembly report for Archives Committee to Area secretary.
3. Chairs annual Budget meeting for Archives and Archivist budgets.
4. Understands the organization of:
 - Filing cabinets
 - Digital files
 - Scanning procedure and date format for naming files
5. Recruits and trains new committee members.
6. Knows the policy for accepting the following Archives materials:
 - Literature
 - CDs
 - Cassette tapes
 - All District reports
 - Group histories
7. Understands and assists in the coordination the organization and filing of the Archives materials.
8. Communicates with Area and Districts on the need for minutes, agendas, treasurer's reports, budgets, and event and workshop flyers, emphasizing the need for Group Histories.
9. Continues to learn and understand the overall organization of the Archives office.