

## ARCHIVIST

### Job Description:

- This branch position could be termed historian, Librarian, or Resource Chairman. It should be held by someone familiar with the branch history and records. She will need space in her home to store all the branch records that should be maintained.\*

### Responsibilities:

1. Maintain a file of branch materials and properties, and where they currently reside. Distribute list to members of the Board. {Note: have not done this. Would need to get to the files to see if there is a list there, and update it.}
2. Maintain a file of branch records, to include such records as:
  - a. Minutes and Annual finance statements (since our beginning in 1954)
  - b. Branch bulletins (Triad) and Directories
  - c. Copies of all studies made by the Branch
  - d. Copies or reports of all major Branch projects
  - e. Scrapbooks of publicity articles, etc.
  - f. Certificates/awards given to the Branch.
  - g. Anything that would have value about the history of the branch.

### Deadlines:

1. Beginning of branch year, prepare a current list of branch materials and properties and give copies to each member of the Board of Directors.
2. Triad deadline: 15th of the month, as needed
3. End of year report

\*NOTE: Files (from Ann Barnes, who died in 2012) are currently in Kathy Rafael's storage locker, and more current items are with Nancy Oliver.

Jan., 2019

March, 2023