



Embroiderers' Association of Canada, Inc.  
Association canadienne de broderie, Inc.

# Archivist Job Description

**Date:** 2024-06

**Next review date:** 2024-06

**Type:** Appointee

**Reports to:** Secretary

**Term:** Two-year term; may be appointed for an additional two-year term. A longer term allows for a greater understanding of the Archives and for collecting without interruption.

## Function

- To acquire, in permanent electronic format, the historical records of the EAC/ACB and its Chapters.
- To organize, describe and preserve the historical records regardless of format.
- To continue to preserve the EAC/ACB's historical hardcopy records.

## Time Commitment

One day per month

## Duties

1. To appraise and acquire the historical records of the EAC/ACB and its Chapters' history.
2. To organize, describe and preserve records received.
3. To keep an index (finding aids) of archival content.
4. To respond to any inquiries about the history and/or records in the EAC/ACB Archives.
5. To determine if there are any gaps or missing information in the EAC/ACB historical records and attempt to acquire the original(s) or copy(ies).
6. To submit reports to the Officer overseeing Archives for the Board Meetings.
7. In the final year of the term, work with the new appointee to teach the position so that there is a smooth transition.

## Meetings to Attend

None are required unless requested by the Board.

## Skills Required

- Keen interest in EAC/ACB and its history.
- Good information organizational skills.
- Preservation knowledge as it applies to archival records regardless of format.
- Ability to use MS Office and Google Office Suites and having a computer.

## Skills Developed

Knowledge of the history of EAC/ACB.

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## Archivist Timeline

### January

Notify Chapters which of their newsletters are missing so their representative can send them.

### February

Prepare Archives Report for Board Meeting and send to Officer overseeing Archives.

### April

Prepare Archives Report for Board Meeting and send to Officer overseeing Archives.

### May

**Board meeting**

### June

- Review papers from Executive Meeting minutes and reports minutes, etc. to determine if anything should be retained in the Archives and place or request a copy for completion.
- Ask for missing papers for filing in the Archives.

### August/September

Prepare Archive Report for Board Meeting and AGM and send to Officer overseeing Archives.

### September

Review Executive Meeting minutes and reports to determine if anything should be retained in the Archives and place or request a copy for filing in the Archives.

## **October**

Write a report for the Board meeting.

## **November**

### **Board meeting**

Review papers from Executive Meeting minutes and reports minutes etc., to determine if anything should be retained in Archives and place or request a copy for completion.

Ask for missing papers for filing in the Archives.

## **December**

## **Ongoing**

Organize and file using a file naming process, and all files submitted.

Answer incoming inquiries as received.

Remind all EAC/ACB members to sign, date, and number and include their official position on all papers they produce.

Request files from parties that are to submit and have not done so.