



**- ARCHIVIST -
JOB DESCRIPTION**

Function	Appointee to the EAC Board To collect in a permanent electronic file, the historical documents of EAC, its Chapters and members and their work; to sort, categorize, catalogue and file such documents To store older EAC paper files that require being kept in a paper format at a document storage facility
Length of Commitment	Minimum two-year term, to be extended in two-year increments upon Board invitation but this can be extended as this is an appointment, not an elected position A longer term allows for greater understanding of the Archives, and for collecting without interruption
Reports to	Past President
Duties	To collect documents of EAC and its Chapters' history To sort, categorize, catalogue and file documents received To keep an index of the Archives To answer any inquiries about the history and/or documents in the Archives of EAC To determine any missing information in the EAC Archive records and attempt to acquire a copy To submit reports to the Officer overseeing Archives for the Board Meetings In final term: Work with new appointee to learn position for a smooth transition
Time Commitment	One day per month
Meetings to Attend	None required unless requested by the Board
Skills Required	Keen interest in EAC and its history Good information organizational skills Conservation expertise as it applies to papers/photographs, etc.

Knowing how to use Microsoft Access Database and having a computer that it is able to work on

Skills Developed

Knowledge of the history of EAC

ARCHIVIST – TIMELINE

January	Notifying the Chapters as to which of their newsletters are missing, so that 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 Archives and place or request a copy for completion Ask for missing papers for filing in Archives
August/September	Prepare Archive Report for Board Meeting and send to Officer overseeing Archives
September	Review Executive Meeting minutes and reports to determine if anything should be retained in Archives and place or request a copy for filing in Archives
October	Write report for 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 Archives
December	
Ongoing	Organize and file using a file naming process, all files submitted Answer incoming inquiries as received

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

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