

- EAC ARCHIVIST – JOB DESCRIPTION

Function	Appointee to the EAC Board To collect historical papers and artifacts of EAC and its chapters; to sort, categorize, catalogue and file such papers To collect two sets of periodicals and reports To donate one set of the periodicals and reports to the Provincial Archives of Manitoba (PAM) for permanent storage. Papers containing sensitive information as outlined in the EAC Privacy Policy will not be donated
Length of Commitment	Two-year term; may be extended by mutual agreement Ideally, the Archivist should be an EAC member from Manitoba as PAM is the primary depository of EAC's permanent archives
Duties	Collect papers generated by EAC and its chapters Receive donations of papers from EAC members, if they are of historical value to EAC, at the discretion of the Archivist Sort, categorize, catalogue and file all papers relating to EAC and its chapters Determine what information is missing and attempt to obtain copies of this information Select items for permanent storage in PAM Answer inquiries from the Board, chapters and members Keep EAC President informed of concerns or problems Prepare reports to the semi-annual Board meetings, including an annual budget for the May Board meeting. Prepare updates, as necessary, for the President to report on at AGM
Time Commitment	1 to 2 days per month Additional time to deal with the large back-log of un-sorted, un-catalogued paperwork currently in storage
Meetings to Attend	None required May attend semi-annual Board meetings (May & November) and AGM (May) at own expense, unless specifically requested by Board
Skills Required	Excellent information management skills Conservation expertise as it applies to papers/photographs, etc. Excellent organizational skills Computer literate with access to home computer, including email

Skills Developed

Detailed knowledge of the operation of EAC

Interpersonal skills working as a national Board member

Enhancement of current skills

ARCHIVIST - TIME LINE

January	Notify chapter presidents regarding missing chapter newsletters (President's copy of newsletters forms the second copy needed for archives; these are forwarded annually after chapter rebates paid)
February	
March	
April	Prepare and submit report for May Board meeting and highlights to be presented at AGM by President to EAC Secretary. In even-numbered years, include a reminder to outgoing Board members of the nature of documents to be copied to the Archives
May	
June	At end of term of office: <ul style="list-style-type: none">• Update job description• Forward Archivist files to replacement a.s.a.p.
July	
August	Submit expense form by 31 st for EAC year-end
September	
October	Prepare and submit report for November Board meeting to EAC Secretary
November	
December	Deliver boxes to PAM
Ongoing	Organize papers chronologically; sort according to title or topic; catalogue and file Ensure that there are two copies of documents Remind EAC members to sign, date, number and include official position on all papers Answer inquiries as received Submit quarterly expense forms

