

## **ARCHIVIST**

### **OFFICE RESPONSIBILITIES**

- Maintain the NCCCLA archives file cabinet, housed at the North Carolina Community College System Office. Archived materials include hard copies of:
  - Executive Board minutes
  - Association newsletters
  - Conference programs
  - Annual membership lists
  - Other significant Association documentation or memorabilia
- As required, work with the President and Executive Board to bring about any changes needed or desired for improved archival storage and/or access.
- Participate as a voting member on the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

### **PROCEDURES FOR ARCHIVING MATERIALS**

- Throughout the year:
  - Print out and file one copy of all Executive Board meeting minutes, obtained from the NCCCLA website once minutes are officially approved and posted in PDF version.
  - Print out and file one copy of any publications generated by NCCCLA or any of its sub-parts.
  - Print out and/or file any other significant Association documentation or memorabilia.
- Immediately after the annual Association conference:
  - Print out and file one copy of the annual Association membership list, obtained from the Membership Chairperson.
  - File one unmarked copy of the annual conference program (make arrangements to obtain this if unable to attend the conference).
- Maintain a “finding key” document for items contained in the archives file cabinet.

### **LENGTH OF TERM**

Once appointed by the President, the Archivist will remain in office until a successor is appointed.