

ARCHIVIST

PURPOSE

To preserve and maintain the history of AAUW Maryland

RESPONSIBILITIES OF EACH MEMBER OF THE AAUW MARYLAND BOARD

- Identify and connect branches with resources, opportunities, and trainings that will empower branches to meet their goals most effectively
- Create and maintain structures that facilitate inter-branch and branch-to-state communication and collaboration.
- Participate in AAUW meetings, conventions, and conference calls related to their areas of responsibility. Be responsive to requests for information and recommendations from AAUW.
- Be familiar with AAUW resources, including the website and national newsletters.
- Provide content for the *Marylander*, AAUW Maryland website, and social media (e.g., Facebook).
- Present reports and presentations – as requested - at each board meeting, conference, and the annual meeting.

RESPONSIBILITIES OF THE ARCHIVIST TO AAUW MARYLAND

Collect and file in the University of Maryland Library Archives reports, papers, photographs, and other data that the AAUW Maryland officers submit having to do with state activities. These should include information concerning:

1. Branch and state membership numbers
2. State publications
3. Continuing and special state activities and interests
4. Materials from state conventions and conferences
5. AAUW Maryland awards and activities
6. State involvement in AAUW outside of Maryland including any AAUW conventions or other events.
7. Appointment of state members to Association offices and committees, government advisory boards, commissions, etc.
8. Financial reports and audit statements
9. Ensure that a disbanded branch's records and materials have been appropriately archived.

Ensure that significant state activities are recorded in the Chronology section of the AAUW handbook.

Act as consultant to branch archivists and encourage preservation of branch records and history.

Request submission of archive materials from members of the AAUW Maryland Board of Directors.

Assume any other duties as requested by the president or listed in the AAUW Maryland bylaws and policies.

SKILLS HELPFUL TO THE POSITION

Knowledge of archival techniques

TIME COMMITMENT

Time commitment is estimate based on past experience.

Receiving materials from AAUW Maryland officers and preparing for storage – 4 hours yearly

Depositing materials in archives – 3 hours yearly

CALENDAR

Dates are flexible

- June** Request archival materials at transition board meeting
- September** Reminder to board members to submit archival materials
- October** Fall Board meeting - Deadline to receive materials