

# Archivist

Approved by Meeting for Worship for Business 8<sup>th</sup> Day, 11<sup>th</sup> Month, 2020

Like the Library Committee, the Archivist is guided by the query: “What is the role of the written word in the life of the Meeting?” The Archivist collects and maintains the documents and materials that enable Meeting officers and committees to carry out their responsibilities and assembles and cares for the historical records of the Meeting.

## In support of the present-day life of the Meeting, the Archivist:

- \*Acquires and stores the current minutes of the monthly Meeting for Worship for Business and the current meeting newsletters.
- \*Stores, organizes and maintains the records of Red Cedar Friends Meeting officers and the records and minutes of standing and ad hoc committees as requested.
- \*Maintains the “Big Book” of official papers, procedures, use and care manuals, source information and other instructions regarding maintenance and use of the Meeting House and its contents in support of the Building and Grounds Committee and the Hospitality Committee.
- \*Maintains an off-site backup copy of the “Big Book” and other significant records as requested.
- \*Maintains updated information and instructions on the use of the Meeting House to support communication with renters in support of the Rental Coordinators.
- \*Updates and maintains posted information on use and care of the Meeting House (opening, closing, event cleanup, seasonal maintenance, etc.) on the Social Hall bulletin boards.
- \*Maintains the Excel file of officers and committee members 1975 to present, and the “Blue Book” file of officer and committee charges in support of the Nominating Committee.

## In support of maintaining the historical record of the meeting, the Archivist:

- \*Organizes and maintains records and other materials that are donated to the Meeting Archives.
- \*Maintains and provides access to selected records as digital files for research and consultation purposes for officers, committees and individuals.
- \*Provides digital and/or physical copies of the Minutes, Newsletters and other records to the Quaker Library at Swarthmore College according to guidance provided by Swarthmore and as directed by the Monthly Meeting.

## The Archivist also:

- \*Serves as an ex officio member of the Library Committee and the Building and Grounds Committee.
- \*Oversees the part of Meeting's budget that pertains to this work, as directed by Monthly Meeting.
- \*Maintains accurate working records of the office and ensures those records are passed on to the next Archivist.
- \*Is encouraged to ask for help from Meeting members and attenders in carrying out these responsibilities.