

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Archivist

Reports To: Secretary and the Board **Term:** Two years, may be reappointed once

Volunteer Status: Appointed **Board Voting Rights:** No **Signature Authority:** No

Date of Branch Board Approval of Volunteer Position Description: July 2020

Position Overview:

The branch Archivist collects, retains and transfers the branch materials which are the historical record of board actions and branch activities. The repository is located in Special Collections at Colorado College's Tutt Library.

Responsibilities and Duties of Branch Position:

- 1) Promote the safe annual retention of material that will be of use to the branch and to researchers. This includes (but is not limited to) member directories, newsletters, board and branch meeting minutes, treasurer's reports, by-laws, media coverage, and awards received by the branch. Follows guidelines provided by AAUW National and suggestions provided by the Special Collections librarian.
- 2) Serve as consultant to the board on archival materials and research data as needed.
- 3) Monitor the collection to ensure material is properly donated as outlined in member job descriptions.
- 4) Ensure materials are donated when the Special Collections librarian expects them, typically annually.

Responsibilities to AAUW, AAUW National and AAUW State:

Be familiar with and adhere to all AAUW National, State and branch policies and bylaws; and applicable laws and IRS regulations.

Be responsive to member concerns or questions related to branch materials for archives.

Leadership Skills/Qualifications Helpful to the Position:

Organizational skills are pertinent to the importance of collecting branch materials for long term retention and making information easily accessible by year and type of document.

Time Commitments:

- Approximate time required for this position is two to three hours per month with regular attendance at Branch Board meetings. Attendance at state and regional meetings is encouraged.