

Bloomington Monthly Meeting Society of Friends

Officer's Charge

Job Title: Archivist

Term & Dates of Service: Appointment begins July 1 and ends June 30; may be reappointed annually.

Selection Process: The nominating committee proposes a candidate for approval by Monthly Meeting.

Qualifications:

1. Member (usually) or regular attender of Bloomington Monthly Meeting.
2. Good organizational skills.
3. Good attention to detail.
4. Able to work independently.
5. Archival/museum or records clerk experience helpful.
6. Attends Meeting for Worship regularly.
7. Able to dedicate a few hours a month on average to the position.

Principal Job Duties

1. Maintains records of Meeting activities, such as
 - a. Programs such as "Evening of the Arts, annual Retreats, etc.
 - b. Newspaper articles about the Meeting or Meeting members and Letters to the Editor.
 - c. Photographs of Meeting events.
2. Maintains files of Newsletters, Minutes of Meeting for Worship with Attention to Business, and other official documents.
3. Decides which records are to be stored in an easily accessible place and which may be kept in long-term storage. Keeps track of where various records are located.
4. **Maintains the map of the Burial Ground and records requests for specific plots.**

Coordination Required

Works with the Presiding and Recording Clerks as well as committee clerks to obtain records of Meeting activities.

Works with Maintenance Committee to assure secure yet accessible storage areas.

Works with Property and Finance to keep certain records in a safe deposit box.]

Works with the Clerk of Records to store and preserve membership records.

Budget Considerations

The Archivist will submit a budget request to the Clerk of the Property and Finance Committee by last day of September each year for:

1. Costs for copying on archival quality paper, photo storage, scrapbooks , etc.
2. Cost of postage.
3. Cost of storage.