

## ISC Archives Coordinator

### Position description:

- In accordance with the Archives Collection Policy, contacts members, past and present, regarding donations of materials (both paper and digital) of archival value
- Following the AGM, contacts outgoing and continuing executive members to solicit the transfer of digital files of archival value for the past year
- Serves as Chair of the Archives Committee
- In liaison with the editor of the *Bulletin*, prepares or solicits articles on the history of the Society
- In liaison with the Website Administrator, prepares archival features for the ISC/SCI website

### Reports to:

- ISC President and executive
- Membership

### Position term:

- 2 years (renewable)

### Time commitment:

- Preparing reports to the executive 3 times a year, 2 hours per report
- 1 x 2-hour Archives Committee meeting, plus preparation time
- 2-hour Annual General Meeting
- Preparing member communications, variable
- Responding to member's enquiries, variable
- Executive emails 1 hour per week, variable prior to conference

### Skills/characteristics required:

- Interest in history of the Society
- Interest in and appreciation of archival material
- Effective communicator
- Well-organized
- Works cooperatively

### Position requirement:

- Active member of ISC

Tools requirement:

- Internet access

Position limitations:

- ISC Constitution, articles, and bylaws

Learning opportunities:

- Gain knowledge of the Society's history

Training:

- Retiring Archives Coordinator and members of the Archives Committee

Benefits:

- Service to and promotion of professional association

*June 2014*