



Bruce Trail CONSERVANCY

Bruce Trail Club Volunteer Position Description

Archivist

The Archivist is responsible for sending pertinent information pertaining to the Club to the archives, thereby safe keeping all of the important records of the club.

Essential Elements:

- Read the Volunteer Orientation Booklet including the Volunteer Pledge and sign the BTC Confidentiality Agreement
- Ensure the maintenance of an orderly collection of all written and printed material, photos, maps, audio and video tapes, films, and other artefacts of historic importance in the development of the Club
- Safe keeping of important archival records of the Club, including minutes of all Board meetings, information on Board members, names of people who have completed End-to-End in the Club section and copies of the Club newsletter
- List new materials as they are received
- Provide access to the records to members of the Club at reasonable times
- Safe passage of records and lists to successor

It is helpful to have:

- Preservation skills
- Interest in history
- Good judgement skills
- Organization and administration skills