

Archive Committee Job Description:

Logistics:

Last Reviewed 5/2015 ; # on committee NA; Length of term NA ; Meets: Periodically
Need to be MMM member? No ; Nominated Committee? No; Nominated by: NA

The committee consists of individuals that choose to join the committee. No specific number of members.

Mission and Purpose:

Purpose of the committee: Organize, preserve, and maintain the records of the Meeting.

Guiding principles:

Duties and Responsibilities:

Current project: There has been considerable rearrangement of the filing cabinets in the office and the committee needs to get the records organized again. This will probably take much of the 2015 summer.

Specific duties for this committee's members:

This would depend on what has been happening and how up to date things are. Right now there is quite a mess due to the furniture rearranging that has been happening in the office. We will work on it, but not until after the middle of June when I have time to coordinate some folks to start looking at the files.

Convener responsibilities other than above:

Plan the activities and call meetings as needed.

Notes to nominating committee:

A new person on the committee should be willing to patiently look at material and seriously consider its worth for archival purposes and have a head for organization. Impatient folks would quickly get frustrated!!