

ARCHIVES COMMITTEE JOB DESCRIPTION

Purpose: The Archives Committee is dedicated to the organization and preservation of the historical records and artifacts of the Monteagle Sunday School Assembly.

Interactions: General Manager, President, MSSA Membership, Finance Committee

Responsibilities:

1. Provide advice and service to organize, maintain, and preserve the historical documents, records, and artifacts of the Assembly in the archives.
2. Work with the General Manager to oversee the maintenance of the Archives premises.
3. If needed, work with the Finance Committee to develop an annual budget.
4. Notify members of the committee regarding meeting schedule. A majority of committee members shall constitute a quorum.
5. Committee decisions and actions may be made by phone conference.
6. Educate the membership as to the importance of the preservation of the history of the Assembly.
7. Periodically provide a glimpse into the history of the Assembly through programs and/or articles in *Mountain Voices*.
8. Open the archives to the membership of the Assembly, visitors, and students of the history of the Chautauqua movement.
9. Assist the General Manager with historical records as needed for the ongoing operation of the Assembly.
10. Report to the Board of Trustees as needed to keep trustees informed as to the work of the Archives Committee.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.