

Archivist

Revised April 2011
Approved April 2011

Purpose:

To maintain the permanently valuable records of New England Archivists (NEA).

Term of Office:

Three years. Appointed by the President with the approval of the Executive Board.

Major Duties:

- Organizes and maintains the archival holdings of NEA.
- Prepares a guide to the holdings and updates it annually.
- Reports to the NEA Executive Board annually at the spring meeting and supplies an updated copy of the guide for distribution to the Board at that time.
- Creates and maintains schedule for all records created by NEA officers and committee chairs. Notifies each officer of the disposition of their records.
- Arranges for the transfer of records to the Archives.
- Serves as an ex-officio member of the Executive Board.