

## **Position Description: UNWLA Branch Archives Committee Chair**

The Branch Archives Committee Chair maintains historically important documents and photographs for her Branch. She should be knowledgeable in modern preservation techniques.

Preferably, she should also be bilingual (English and Ukrainian) and computer literate. This volunteer position serves a two-year term and reports to the Branch President.

### **Core Responsibilities:**

- Perform all duties as specified in the UNWLA Bylaws and standing rules.
- Retain and store older:
  - Minutes of all previous meetings and annual branch elections
  - Financial records (per IRS retention requirements)
  - Correspondence
  - Branch reports
  - Press clippings about the activity of the Branch
  - Anything published by the Branch, including flyers for events, greetings, etc.
  - Photos: noting the date, event, subject, and identity of the pictured individuals
  - Videos and audio: noting the date, event, and subject
- Use quality electronic storage whenever feasible, such as:
  - Scanning documents and photos into a computer
  - Transferring to CD/DVD discs
  - Saving materials onto external hard drives
  - Utilizing memory sticks
  - Internet "cloud" storage (consult with UNWLA Digital Marketing Chair)
  - Web-based photo storage (consult with UNWLA Digital Marketing Chair)
- Arrange for appropriate storage space of archival materials.
- Attend Branch meetings and report at the Annual Branch Meeting.
- Serve on the Regional Council Archives Committee, where applicable.
- Review informational and instructional materials issued by the UNWLA National Board.
- Arrange for someone to take photos or videos of important Branch events.
- Ensure stored archival materials are readily accessible to the Branch Board.

### **Administrative Responsibilities:**

- Collaborate with the Branch President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Inform successor how to access Branch Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Pass hard copy and electronic files on to the successor.
- Perform other duties as assigned by the Branch President.

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