

Position Description: UNWLA National Board Archives Chair

The UNWLA National Board Archives Chair maintains historically important documents and photographs for the organization. She should be knowledgeable in modern preservation techniques and be willing to travel to Headquarters to oversee the selection and storage of materials.

Preferably, she should be bilingual and computer literate. This volunteer position serves a three-year term (limited to two consecutive terms) and reports to the UNWLA President.

Core Responsibilities:

- Perform all duties as specified in the UNWLA Bylaws and standing rules.
- Manage the archival work of the organization.
- Retain and store older:
 - Minutes of meetings from the National Board and Executive Committee
 - Financial records (per IRS requirements)
 - Correspondence
 - Reports
 - Press clippings about UNWLA activity
 - Anything published by the UNWLA, including flyers for events, greetings, etc.
 - Photos, noting the date, event, subject, and the individuals pictured
 - Videos and audio recordings, noting the date, event, and subject
- Use quality electronic storage whenever feasible, such as:
 - Scanning documents and photos into a computer
 - Transferring materials to CD/DVD disks
 - Saving materials onto external hard drives
 - Utilizing memory sticks
 - Internet "cloud" storage (in consultation with Technology Chair)
 - Web-based photo storage (in consultation with Technology Chair)
- Provide guidance to Archive Chairs in the Regional Councils and branches regarding which materials must be archived and the best methods to do so.
- Arrange for appropriate storage space for archival materials and records from the UNWLA National Board.
- Ensure stored archival materials are readily accessible to National Board members.
- Arrange for someone to take photos or videos of important National Board events (coordinate with Public Relations/Press Chairs).
- Review on-line Annual Reports received from Regional Council and Branch Presidents. Respond to any questions, issues or problems noted in a timely manner.
- Collect archival materials from dissolved Branches and dissolved Regional Councils and arrange storage space for the materials.
- Establish retention timelines for the organization and establish when "current"

- materials are to be transferred to "archives".
- Prepare informational and instructional materials for Regional Councils and Branches. Obtain approval from the UNWLA President prior to distribution.
 - Organize and Chair the UNWLA Archives Committee. Meetings may be conducted via teleconference or internet-based technology.
 - Attend and prepare a report for the Annual National Board meeting.
 - Ensure successor knows how to access UNWLA Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
 - Attend the National Convention and submit a report for the Convention Book.
 - Ensure all pertinent documents are uploaded to the UNWLA Google Shared Drive.
 - Inform successor how to access the UNWLA Google Drive.
 - Utilize her UNWLA email address when conducting UNWLA business.
 - Perform other duties as assigned by the UNWLA President