

POSITION: ARCHIVIST

APPOINTED BY: NPYM Steering Committee

APPOINTED AT: Second Annual Session Steering Committee Meeting

NOMINATED BY: NPYM Nominating Committee

TERM BEGINS: October 1

TERM LENGTH: One year, renewable

REPORTS TO: Steering Committee

WORKS PRIMARY WITH: Steering Committee

DEFINITION: Gathers and preserves materials relating to the development and history of North Pacific Yearly Meeting.

Records should show proceedings that are significant in the light of history and should reveal trends or problems of our times which are of concern to Friends.

Periodically reports to the Steering Committee.

Reports to the Annual Session as requested.

TASKS & TIMELINE:

Assembles and checks off on a master list:

1. complete set of PROCEEDINGS of Annual Session
2. complete set of Steering Committee minutes
3. Minutes of Steering Committee sub-committees when they deal with policy recommendations, or significantly modify procedures of the committee.
4. Correspondence of the Clerks with Monthly meetings, or other groups, on concerns, and referrals from Steering Committee to other groups.

Arranges, with the approval of Steering Committee, for the storage of the assembled documents.

Insures the accessibility of the Yearly Meeting archives.

Serves as historian for inquiries regarding North Pacific Yearly meeting's procedures and actions. Helps interested people find needed materials.

Transfers, annually, or semi-annually, to the Oregon Historical Society archives the materials listed above after checking that no anticipated records are missing.

Arranges for deposit of Annual Session and Steering Committee minutes in Quaker history collections at Haverford, Swarthmore, Guilford, and Earlham colleges.

EVALUATION: Prepares a report/evaluation for the Archivist files. Sends a copy to the Steering Committee Clerk on, or before, September 21. This report should include information useful to next year's Archivist (what worked, what didn't) and any changes you think should be made in the job, or the job description.

If you received a file with material from previous Archivist, sort through it, update the information, and add your report/evaluation (and any materials you think are needed).

Return file to Steering Committee Clerk BEFORE September 21.

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EXPENSES & TRAVEL: Reimbursement is provided for "office expense" (LD phone calls, postage, and photocopy) and mileage expense for these responsibilities. Submit reimbursement request with receipts to NPYM Treasurer.

OTHER INFORMATION: Contact newly appointed Steering Committee Clerks and inform them of the types of documents you want copied for the archives. It might also be helpful to the Clerk discuss what should (and could) be saved in the Clerk's files.

The OR Historical Society's address is: 1230 S.W. Park, Portland, OR 97223.