

ARCHIVES & RECORDS COMMITTEE

~ Job Description ~

Purpose Statement:

The purpose of the Conference Archives and Records Committee is to encourage congregations and Presbyteries to care for their important records in the best possible manner. To achieve this, one method is to provide advice to Archives Committees at the Congregational and Presbytery levels. A second is to encourage congregations to deposit records at the Central Archives in Toronto once they are not needed for regular use by the congregation. A third method is to assist individuals from congregations who have questions and concerns.

In combination with the other Central Ontario Conferences, Hamilton Conference has a contract with the Central Archives to care for our records. The Central Ontario Conferences are most fortunate to have full time professional archivists to care for these records under optimum conditions.

Job Title: CHAIR, Archives & Records Committee

Participant Group(s): *Who will the person be working with outside the committee?*

- The Committee, made up of:
 - Chair
 - Vice Chair
 - Secretary
 - Representatives of the six(6) Presbyteries
 - Three(3) members-at-large appointed by Conference
 - Archivist from Central Conferences Archives, Toronto
 - Executive Secretary of Hamilton Conference

- The chair is a member of the Committee on Archives and History. The members of this group are the chairs of the Archives Committees and the Archivists from all the other Conferences of the United Church across Canada

Length of Appointment: Three(3) years
Renewable for a Second Term of Three(3) Years

Goals of the Job:

- Basically, the goals are to try to put the purpose statement of the Archives & Records Committee into effect

Outline of Responsibilities:

- Attend the Annual Meeting of the committee on Archives and History held in September or October each year. This gives an opportunity to meet with the Chief Archivist, as well as the Chairs and Archivists from all the Conferences across Canada.
- The Chair of each Conference Committee submits a report of activities of the Archives and Records Committee to the Annual Meeting of the Committee on Archives and History
- Discuss concerns related to archives and records of the whole church at the Annual meeting of the Committee on Archives and History

- Organize and chair two(2) of the Hamilton Conference Archives & Records Committee each year ... one(1) in the Fall and one(1) in the Spring
- Plan special events, from time to time. *Examples of these would include:*
 - A presentation made at the "New Clergy" workshop put on for clergy new to Hamilton Conference. This presentation is on archives and record keeping for a specific congregation or pastoral charge.
 - A half day workshop for those in local pastoral charges responsible for archives
- Write the annual report on the activities of the Archives & Records Committee for the Annual Meeting of Hamilton Conference and, if possible, arrange for a display on the work of the committee to be set up at the Annual Meeting
- Prepare a budget for the committee

Boundaries and Limits of the Position:

- The Chair must work with the members of the committee, the staff at the Hamilton Conference office and the Archivists and staff at Central Archives to achieve the purpose of the committee as laid out in their Purpose Statement.

Skill / Experience / Qualifications Required:

- Experience in working with archives at the local and/or Presbytery level would be a great asset
- Some training in archival technique would be of benefit

Personal Traits and Qualities Needed:

- Organizational Skills
- Skills in working with people

Orientation and Training Available:

- The advice of the previous Chair and the experienced members of the committee are an asset
- Experience at the Presbytery and local level would be valuable
- Weekend courses in archival methods and practice are available from the Archives Association of Ontario

Support / Supervision / Evaluation Provided:

- Chief Archivist of the United Church (Sharon Larade)
- Archivist, Central Conferences at Victoria University, University of Toronto and the staff at the Central Archives (Ken Wilson)
- Executive Secretary of Hamilton Conference
- Staff of the Hamilton Conference office

Mandatory Activities:

- Two(2) meetings annually of the Committee
- Attend the Annual Meeting of the Committee on Archives and History and submit a report for it on the activities of the Hamilton Conference Archives and Records Committee
- Submit an annual report for the Annual Meeting of Hamilton Conference
- Prepare a budget for the Archives & Record Committee
(also see *Outline of Responsibilities* as listed above)