



Somerset County Archery Association

***** Role of the Archivist & Librarian ***
(TR16)**

INTRODUCTION

The position of Archivist & Librarian is extremely important for the Association. As an elected member of The Association you will also be a member of the Council under Clauses 24 and 29 of the Association's Constitution which states:

The Council shall comprise of the Officers, the Retiring Chairman, Specialist Officers elected at the Annual General Meeting, Co-opted Members, and one member from each affiliated Club

SPECIFIC DUTIES & RESPONSIBILITIES

The following will be the specific responsibility of the Archivist & Librarian who shall:

- 1) Act as the custodian of historical records and artifacts belonging to the Association;
- 2) storing and preserving perishable documents which could involve evaluating records for preservation and retention - some may be fragile and need careful handling, repair or conservation;
- 3) With the agreement of the Executive negotiate for the acquisition of new collections;
- 4) Catalogue collections and manage information and records;
- 5) Make the archives accessible to a wide range of users;
- 6) Organising publicity events such as talks and exhibitions to promote the Association through exhibitions, presentations, talks and visits;
- 7) Evaluate, select, retrieve and arrange materials;
- 8) Respond to enquiries from members of the Association and other potential users;
- 9) Produce teaching materials if required;
- 10) Advise the Association on the ongoing organisation and storage of material in order to encourage planning for the future.
- 11) To attend County meetings whenever possible and give a report.

The above could be subject to change should the Association's Constitution be amended or if duties or specific tasks need to be amended.

REQUIRED SKILLS, QUALIFICATIONS AND EXPERTISE

It is important that the Association recognise the significance of this position and to this effect the postholder must be:

- 1) A member of the Governing Body AGB;
- 2) A Full Member of the Association;
- 3) 18 years of age or older;
- 4) Share and uphold the aims and objectives of the Association