

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Job Descriptions	ORIGINATED:	2006
TITLE:	ARCHIVIST	REVISED:	April 2017
NUMBER:	2.8	PAGES:	1

PURPOSE

To preserve materials and documents relating to chapter business and events to assist the chapter in decision-making and for historical purposes.

POLICY

1. The Archivist is a volunteer or an appointee, approved by the Executive.
2. The Archivist attends Executive meetings as an ex officio non-voting member.

TERM

The term of this position is three (3) calendar years with eligibility for renewal.

ELIGIBILITY CRITERIA

Candidates for Archivist must be members in good standing of IPAC Canada and IPAC-EO.

FUNCTION

1. Arranges for storage of archived materials.
2. Retains collated copies of minutes of Executive and general meetings with their attachments (legal requirement). This function might be shared with the Secretary.
3. Retains a list of chapter members at the end of each calendar year.
4. Stores copies of all presentations sent for awards (e.g., 3M, CBIC).
5. Retains materials and records related to chapter conferences and educational events.
6. Retains awards and certificates presented to, or by, the chapter.
7. Collates chapter events of importance into an ongoing history of the chapter.
8. Retains pictures of chapter events and activities.
9. Provides materials for chapter events that celebrate the chapter history (e.g., conferences, anniversaries).
10. Provides updates of chapter history to the webmaster for posting to the chapter website.

PROCEDURE

Chapter Executive will approve the volunteer or appointee for this position.

REFERENCES

1. IPAC Canada policy 19.05 (<http://ipac-canada.org/photos/custom/Members/policies/19-05.pdf>)
2. IPAC Canada policy 19.10 (<http://ipac-canada.org/photos/custom/Members/policies/19-10.pdf>)
3. IPAC EO policy 1.2 (<http://eo.ipac-canada.org/photos/custom/policymanual/1-2%20Records%20Retention%20&%20Management.pdf>)