



# Central New Mexico Intergroup

<b>Job Title:</b>	Archivist	<b>Job Category:</b>	Committee Chair*
<b>Abstinence requirement:</b>	3 months current abstinence		
<b>Term of Office:</b>	2 Years		
Prepared by: Jim G/ Mary S		Updated: July 2018	

## Job Description

### ROLE AND RESPONSIBILITIES

- Develop a plan for archive management and recruit committee members to assist with indexing and other activities.
- Solicit and receive archive materials from the membership, particularly from CNMI members, committee chairs and intergroup representatives.
- Provide appropriate storage for archive items in a secure location away from potential damage from flooding and other hazards.
- Create and maintain an electronic index of items in archives.
- Lend out or provide copies of documents requested by members for research purposes.
- Follow up on return of loaned documents.
- Retain receipts for supply purchases and submit to the CNMI Treasurer for reimbursement.
- Submit an expense estimate for the annual CNMI budget when requested by the Treasurer.
- Organize optional projects such as collection of oral histories from long time members.
- Search public media for historical information about OA.

### REFERRED SKILLS

- Organizational skills to arrange documents in appropriate order and to create and maintain an index.
- Access to and proficiency in use of Word and Excel, or similar software.
- Access to and proficiency in use of email.

### ADDITIONAL NOTES

\*See CNMI bylaws, Article VII for more information about Committees and CNMI Policy Manual, Article \_\_\_ for Committee chair qualifications and duties