

Archives Task Force Chair

Description

The archives task force chair shall act as archivist for the CCML organization. The archives task force chair shall serve as the head of the archives task force. The chair will also serve on any joint committees that request assistance from the archives task force.

Duties

1. General duties
 - a. Attend CCML membership meetings as the archives task force chair
 - b. Report on the archives task force to the CCML membership at the CCML meetings
 - c. Submit any archives task force reports to the CCML executive committee on behalf of the archives task force
 - d. Maintain the archives task force webpage on PBWorks
 - e. Maintain archive webpages and information on the CCML website
 - f. Draft annual report for the archives task force and submit to task force members for review
 - g. Update any documents that pertain to the archives task force or archives task force chair
 - h. Submit any budget requests as needed
2. Archival duties
 - a. Make any recommendations to CCML membership about archival practice
 - b. Collect and request documents and materials for the archive from the membership
 - c. Work on digitizing the paper document collection and ingesting this collection into the digital repository
 - d. Maintain the CCML digital repository on Mountain Scholar
 - e. Maintain the CCML physical archive at University of Colorado Health Sciences Library
 - f. Fulfill any requests from the CCML membership for archive materials
3. Task force chair duties
 - a. Call meetings of the task force when needed
 - b. Email task force members with information requests
 - c. Maintain task force with updates and communications
 - d. Query task force members about continued membership
 - e. Solicit any new members needed for the task force
 - f. Send out any certificates to the archives task force members

Last reviewed or revised

Name: Jessica Gerber

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