

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

ARCHIVIST

As a member of the Board of Directors, appointed by the AFGC President, this chairman is responsible for recording digitally the records of the Arizona Federation of Garden Clubs, Inc.

DUTIES

- Save all the Recording Secretary, President's and Historian information of the Arizona Federation of Garden Clubs, Inc. digitally. All records; including any flyers, booklets or minutes; shall be scanned and saved as PDF's.
- All information is to be saved on two flash drives (16 GB) and two portable hard drives (500 GB.)
- The portable hard drive is kept by the Archiver until it is full.
- Full portable hard drives are given to the President to be kept in the safe.
- The flash drive is kept by the Archiver until it is full.
- Full flash drives are given to the President to be kept in the safe.
- Prepare and submit a written one-page report summary of the records saved for the year to the President for inclusion in her report at the annual meeting.
- Receive electronically all Executive Committee & Board of Directors reports to archive.
 - ❖ Requested report format:
 - Typed
 - Top of page: Title of the report and the date – Month/Day/Year
 - Bottom of page: Name of the Officer, District Director, Chairman or Local Garden Club President with position title.
- Receive Historian information for each administration and save it on the Historian's flash drives until full.
- Review and follow the procedures applicable to all members of the Board of Directors outlined on the page titled IMPORTANT PROCEDURES, which is a part of this job description folder.