

CHICA - EASTERN ONTARIO
A Chapter of the
Community and Hospital Infection Control Association - Canada

POLICIES & PROCEDURES

SECTION: Job Descriptions
SUBJECT: Archivist
ORIGINATED: 2006
APPROVED: Executive 01/11/06

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REVISED:

1. PHILOSOPHY

There is a need to preserve materials and documents relating to chapter business and events to assist the chapter in decision-making and for interest purposes.

2. PURPOSE

To maintain the chapter history and preserve minutes and documents which are of historical importance and/or interest to the chapter.

3. POLICY

- 3.1 The archivist will be a volunteer or an appointee, approved by the Executive.
- 3.2 Membership in CHICA-Canada and CHICA-Eastern Ontario is required.
- 3.3 Term will be 2 years, renewable.
- 3.4 Attends Executive meetings as an ex officio non-voting member.

4. RESPONSIBILITIES

- 4.1 Receives & retains collated copies of minutes of executive and general meetings with their attachments from the secretary.
- 4.2 Stores copies of all presentations sent for awards (e.g. 3M, CBIC).
- 4.3 Maintains an ongoing list of chapter members holding positions on the chapter executive, CHICA-Canada corresponding members on committees and interest groups, and other positions that are of importance to the chapter (e.g. chapter members who hold positions in CHICA-Canada).
- 4.4 Retains materials and records related to chapter conferences and educational events.
- 4.5 Retains awards and certificates presented to or by the Chapter.
- 4.6 Collates chapter events of importance into an ongoing history of the chapter.
- 4.7 Retains pictures of chapter events and activities in photo albums.
- 4.8 Provides materials for chapter events that celebrate the chapter history (e.g. conferences, anniversaries).
- 4.9 Provides updates of chapter history to the webmaster for posting to the chapter website.

5. REFERENCES

- 5.1 CHICA-Canada Policy 19.05; 19.10
- 5.2 Chapter Policy # 1.2