

association  
canadienne  
pour la pratique  
et l'éducation  
pastorales



canadian  
association  
pastoral for  
practice and  
education

## Association Archivist – Historian

### Terms of Reference

#### **Purpose:**

The maintenance of appropriate records and historical materials in a place of safe keeping ensures that the story of the Association is secured for generations to come, and that information describing the nature of the association and the evolution of its identity is accessible.

#### **Role of Archivist – Historian:**

A member of the Association will serve as the archivist – historian to ensure:

- documents and records are securely stored in a proper archival facility
- the contents of the archives are stored in an orderly fashion
- the nature of the documents and artifacts stored in the archives do not contain information of a personal nature, working closely with the staff of the National Office to review all documents destined for the Archives
- access to the archives by acting as the point of contact for any member or the Board wishing to review the contents of certain documents
- regular deposit of documents and records, so as to maintain the development of the historical information of the association
- submission to the Executive of the Association any requests for access to the materials by persons or organizations who are not members of the Association
- annual reports are submitted to the Board.

#### **Term of Office:**

The Archivist – Historian is named by the Board of the Association for a term of 2 years. There is no restriction to the number of re-appointments to the position. The person is accountable to the Board, but does not serve as a member of the Board.