

Archives Working Group

Purpose:

To provide direction and maintenance for the archives of CCS.

Duties and Responsibilities:

1. Review and determine policy and procedures concerning the storage and retention of files.
2. Determine when and where files should be archived.
3. Determine what documents are missing and review what additional archival work needs to take place.
4. Search for special funding to assist the work of maintaining the archives.
5. Prepare a budget for the work of maintaining archives.
6. Arrange displays for events when appropriate.
7. Liaise with the Anglican and United Church archives.
8. Review the Working Group membership, its skills and experience, and those required to fulfill the mandate of the committee, and report to the Planning and Governance Committee in preparation for the Annual Meeting and as needed.

Composition and Qualifications:

2-3 Members
1 Staff Member

The Working Group shall name its own convener and the convener shall be a corresponding member of the Planning and Governance Committee, reporting when necessary.

Skills among the membership

- interest in CCS
- appreciation of CCS's community
- experience and/or skill in working with archives.

Commitment:

Meetings

- Periodic meetings throughout the year, with more frequency as the group develops policy and procedures.
- Meetings may be by telephone or in person.
- Members will need to carry out work between meetings

Terms of Appointment

2 years, renewable twice

Authority/Decision Making

Accountability

- To Central Council through the Planning and Governance Committee with a written report
- To the Corporation annual meeting with a written annual report
- Submit one copy of minutes to the Administrative Assistant for official records and one to the chairperson of the Planning and Governance Committee