

# Archivist

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This not a formal office bearing role within HBA committee, however the Archivist is responsible for storing the organisation's records.

## Tasks undertaken:

- Develop a policy which outlines what is collected; what is not collected; why it collected; and who can use the material, acquisition statement, documenting what the records are and where they came from; what it does and doesn't keep – appraised and selected on the basis of their continuing value for research or business use. Also what is excluded based on its condition and the capacity for special storage, etc.
- Investigate whether there are any established archives already collecting similar materials.
- Responsible for finding a suitable place to store archives.
- Put together a working group of committee members to help digitize records, or investigate cost-effective ways to outsource this job.
- Keep in regular contact and liaise with committee via HBA committee facebook group, monthly meeting or email
- 1 year commitment to role
- Agreement to transition incoming committee member to new role over a number of months if required

## Reporting Requirements

- Report on activity at each monthly meeting.
- Maintain database of records stored.

## Expected and desirable qualities

- Ability to liaise with committee members and coordinators of other organisations and businesses
- Ongoing commitment to sustain HBA records.
- Passion for homebirth!

## Time commitment

The archivist could spend approximately 1 hour per month maintaining records, and up to 3 hours a month during policy development and digitization projects.