



Central New Mexico Intergroup

Job Title:	Archivist	Job Category:	Committee Chair
Abstinence requirement:	3 months		
Term of Office:	2 years		
Prepared by: Amy D.		Date: July 2022	

Job Description

ROLE AND RESPONSIBILITIES

- Develop a plan for archive management and recruit committee members to assist with indexing and other activities.
- Solicit and receive archive materials from the membership, particularly from CNMI board members, committee chairs and intergroup representatives.
- Provide appropriate storage for archive items in a secure location away from potential damage from flooding and other hazards.
- Create and maintain an electronic index of items in archives.
- Lend out or provide copies of documents requested by members for research purposes.
- Follow up on return of loaned documents.
- Retain receipts for supply purchases and submit to the CNMI Treasurer for reimbursement.
- Submit an expense estimate for the annual CNMI budget when requested by the Treasurer.
- Search public media for historical information about OA.
- Maintain an online finding aid for CNMI records.
- Scan paper documents and have the Webmaster upload the digital copies to our Website.
- Provide monthly report to CNMI of all archival activities.

PREFERRED SKILLS

Organizational skills to arrange documents in appropriate order and to create and maintain an index.

Ability to write finding aids to describe a collection and its contents.

Ability to read, arrange, describe, migrate, and deaccession records.

Access to and proficiency in use of Word and Excel, or similar software. Access to and proficiency in use of email.

*See CNMI bylaws, Article VII, for committee chair qualifications and duties and CNMI Policy Manual, Article VIII, for more information about committees.

