

AFP Rockford Chapter
Volunteer Position Opening
Archivist

1/21/2009

The Board is seeking to appoint a current Board member to serve our chapter as an Archivist. This is a new one-year appointment but is not a Board position. However, the Archivist would work closely with the Board on an as needed basis to organize chapter documents and memorabilia and make recommendations for the digital archiving of many. The Archivist is not expected to do actual digital archiving. Rather, upon the recommendation of the Archivist, the Board would consider digital archiving in 2010 with the aid of an outside vendor.

The duties shall consist of but are not limited to the following:

- 1) President's box: Organize past and current official records related to State Incorporation, Chapter bylaws, and International AFP documents of Accord and not for profit status.
- 2) Secretary's box: Organize and place into chronological order all past and current minutes of Board Meetings and copies of official documents that are in the President's box.
- 3) Treasurer Box: Organize all past and current financial statements, past 990s and other official financial information. Organize into chronological order bank records of checking, savings and money market accounts.
- 4) Assist Committee Chairs to organize past committee reports and memorabilia from past events.

If interested contact Suzanne Berger, President of Rockford Area Chapter of AFP at her email address: s.berger@rockvalleycollege.edu