

Archivist

[section added 4/99]

a. Charge

- i. The Chapter Archivist is responsible for maintaining archives of chapter activity files.

b. Articles/Bylaws Statements

- i. None

c. Responsibilities

- i. Maintain in an organized fashion the records of all chapter activities.
- ii. Provide research assistance to officers, committee chairs or other chapter members seeking information about previous chapter practices.
- iii. Solicit contributions of member files related to chapter activities for addition to the archives
- iv. Identify and seek to fill gaps in the collection's holdings.
- v. Remind committee chairs of their responsibility to forward older files to the archives.

d. Relationship with SEAALL Officers, Committees and Other Administrative Positions

- i. Officers
 - (1) Seek older files for addition to the archives.
- ii. Secretary
 - (1) Receive copies of current Articles or Bylaws.
 - (2) Receive copies of any proposed Articles or Bylaws amendments.
- iii. Treasurer
 - (1) Receive print versions of chapter financial records annually.
- iv. Committees **[added 3/00]**
 - (1) Solicit contributions of committee files for archives
- v. Newsletter/Public Relations Committee
 - (1) Receive 5 extra copies of each issue of the *Southeastern Law Librarian* for the archives.
- vi. Handbook Editor
 - (1) Receive a copy of each new edition of the Handbook for the archives in addition to a copy for the use of the Archivist.
 - (2) Receive copies of correspondence regarding modifications to handbook sections.

e. Reimbursement of Expenses **[revised 4/99]**

- i. Ordinary expenses, such as phone calls, postage and copy charges incurred in the performance of the duties of the Archivist will not be reimbursed by the Chapter.
- ii. Requests for reimbursement of expenses incurred for official expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
- iii. Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.

f. Chapter Records

g. Calendar of Responsibilities **[added 3/00]**

**March/
April** Annual chapter meeting

April Chapter fiscal year begins

Southeastern Law Librarian copy due by April 30.

May Archivist receives older materials from committee chairs as new chairs take office.

July Chapter membership year begins

Annual chapter business meeting

Southeastern Law Librarian copy due by July 30.

October *Southeastern Law Librarian* copy due by October 30.

January *Southeastern Law Librarian* copy due by January 30.

**January/
February** Send proposed handbook modifications to Handbook Editor two months prior to annual chapter meeting.