

Job Description of Northern Yearly Meeting	
<i>Committee</i>	Officers
<i>Position(s)</i>	Archivist
<i>Date Approved by NYM</i>	September 1987
<i>Page</i>	1 of 1
<i>File Name</i>	<i>Officers/STNDNG--Archivist</i>

Responsibilities and Activities

1. Systematically collect and update archives of NYM by collecting:
 - One copy of minutes of each meeting held by NYM
 - Original copies of State of Society Reports
 - Other documents, records, photographs, and electronic recordings pertaining to NYM and its activities
2. Preserve archives in safe location to prevent loss
3. Provide copies as requested for cost of reproduction
4. Cherish and develop archives and history of NYM

Membership on NYM Committees

1. Executive committee

Reports and Correspondence

1. Prepare annual report for NYM Meeting for Business
2. Make information available to NYM constituent groups

Appointment and Term

1. Nominated by NYM Nominating committee and approved by NYM Meeting for Business
2. Appointed to four-year (4) term.