

NAKHE ARCHIVIST OPERATING CODE

I. APPOINTMENT AND TERM OF OFFICE

- A. The archivist shall be appointed annually by the in-coming NAKPEHE president.
- B. The archivist may serve successive terms if a re-appointment is offered and accepted.
- C. The archivist shall be a member of the Member Services Committee.

II. DUTIES AND RESPONSIBILITIES

- A. Collect all documentation of corporation business, conferences, publications, tape recordings, photographs, etc.
- B. Solicit all such materials annually from the immediate past-president and the executive director.]
- C. Oversee, with the professional archival staff, the organization and classification of all materials in the corporation archives, housed in the Special Collections Department of the Walter Clinton Jackson Library at the University of North Carolina at Greensboro.
- D. As directed and funded by the corporation Board of Directors, hire and supervise temporary student-workers to assist in the organization and filing of the archival materials.
- E. Periodically announce through appropriate corporation publications, the existence of the archives and their availability to scholars for research purposes.
- F. Review and submit Committee Operating Code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.
- G. Submit an annual report of archival activities to the chair of the Member Services Committee.

***** All receipts for expenses from this committee must be submitted to the executive director no later than February 1st from the previous fiscal year which ends November 30th.**

Revised: (Claxton, 2008; Block, 2009, Sampson Moore 2012)