



## Volunteer Role: Society archivist

### Overview

This temporary role is to gather essential records of the Society, to preserve them and to organise and make them accessible. It is anticipated a volunteer could complete the identified tasks within 12 months.

### Tasks include:

- gather and organise the Society's records
- collate and bind Society's journal
- digitise Management Committee minutes
- produce small articles for Queensland Family Historian and Snippets from time to time

### Qualities:

- well-organised and methodical
- attentive to detail
- good written communication skills

### Skills:

- technical competence and confidence
- familiarity with Excel and Dropbox

### Desirable:

- experience in record keeping/archiving would be helpful.
- familiarity with QFHS structure and organisation.

**Time Commitment:** 4 hours per month

**Reports to/ first contact:** President/Vice President

**Location:** 46 Delaware Street and online.

### Benefits:

You will be contributing to the Society by preserving the Society's records for posterity. You will join a team of dedicated and enthusiastic society members who combine to make the Society rewarding for volunteers and members alike.

### Express interest in the role:

Express your interest in this position by emailing: [volunteering@qfhs.org.au](mailto:volunteering@qfhs.org.au). Please include **'Society archivist'** in the subject line.