

# VOLUNTEER



## Society Archivist

### Volunteer Role Description

#### Purpose

The role of the Society Archivist is to preserve the Society's historical documentation and to ensure 'corporate knowledge' is accessible for reference.

#### Team Participation

*Eg. Provide leadership and support to the Facilities Team:*

*The Facilities Team includes volunteers involved with garden establishment and maintenance, facility maintenance, provision of kitchen and bathroom supplies.*

#### Volunteer duties and responsibilities

- to digitise and index the Society's documents including, but not limited to, Management Committee Minutes
- arrange for the *Queensland Family Historian* back issues to be bound for posterity
- using Management Committee Minutes and Society journals, create a Register of Milestones in the Society's evolution
- craft a short article for each issue of the Society's journal (eg. a new feature 'Looking Back... to 1992' etc) that highlights an event or person from that issue/year.

#### Skills, qualifications or experience required (or desirable) for role

We are looking for a volunteer with the following skills, qualifications or experience to fill this volunteer role:

- attention to detail
- organized and self-motivated
- great communication skills