

**Florida Health Sciences Library Association (FHSLA)**  
**Policy and Procedures**

**ARCHIVIST (12/05)**

The Archivist/Historian is appointed by the President, with approval of the Executive Committee.

**Duties:**

1. Collect materials relating to the history of the organization. This includes all materials that will eventually add to the history of the organization, including any items published by the organization or by its officers.
2. Organize items collected in such a manner that they are accessible to members seeking information about the organization. Receive CE class attendance, from the CE Coordinator, for the archive collection.
3. Receive draft of the revised Strategic Plan from the Strategic Planning Committee.
4. Receive any meeting reports submitted by Officers, Committee Chairs, and other Principals.
5. Create a list of all reports and items received during the fiscal year and give to the President in the form of an Annual Report prior to the Annual Meeting.
6. Place a copy of the Archivist's written annual report, as well as other reports received, in the archives.