

Archives Liaison

Position Description

February 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The Archives Liaison promotes awareness, documentation and preservation of Provincial Girl Guides of Canada Archives and resources. This role may be effectively carried out through a partnership between two individuals serving as co-Archive Liaisons.

ACCOUNTABILITY

Provincial Council through the Deputy Provincial Commissioner

RESPONSIBILITIES

Leadership & Collaboration

- Serves as Chair of the Provincial Archives Committee (where applicable).
- Recruits, orients, and mentors members of the Archives Committee.
- Fosters a cooperative, collaborative, and supportive environment.
- Liaises with, consults, and fosters resource exchanges with other Provincial Archives Advisers.
- Ensures regular meetings of the Archives Committee and maintains records of all meetings.
- Prepares and monitors the committee's budget, as applicable.
- Identifies personal learning needs to enhance performance as the Chair.

Archives Support

- Works to ensure the effective identification, maintenance and cataloguing of archival materials.
- Works in partnership with National staff and/or external Archival experts to ensure effective maintenance and cataloguing of records with legal and historical significance.
- Explores, investigates, and promotes new and creative ways of promoting and sharing memorabilia in the Provincial Archives.
- Reviews and evaluates Archival donations received from the membership and the community.
- Organizes museum displays and facilitates unit visitors, as required.

QUALIFICATIONS

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Understand the early history of Guiding in the UK, in Canada, and in their own Provincial Council.
- Ability to work both independently and as part of a team.
- Strong teamwork skills and experience chairing meetings.
- Critical thinking, analytical, and decision-making abilities.
- Strong organizational skills.



- Excellent writing, communication, listening, and interpersonal skills, with the ability to communicate effectively through various media.
- Willingness to learn the Provincial Archive/Museum database, if applicable.
- Familiarity with Office Suite or a willingness to learn.

EXPECTATIONS

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Maintain current knowledge of National and Provincial policies, procedures, programs, and program platform.
- Provide written updates as requested by the Provincial Council.
- Ability to build and maintain positive relationships with members, volunteers, and staff.
- Time Commitment:
 - 5-15 hours/week (variable based on Provincial Archive).

TERM:

- Minimum of one (1) year commitment (renewable on an annual basis)

