

# Archives, Provincial Council

## Position Description

Update August 2021

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### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

To manage and maintain the Archives of New Brunswick & Prince Edward Island Council

### **ACCOUNTABILITY**

Provincial Council and Provincial Public Relations & Communications Adviser

### **RESPONSIBILITIES**

- Ensure all archives (records, reports, publications and some correspondence created by the Provincial Commissioner, Executive Committee, members of the Provincial Council) are cataloged into the archive database and available for display as needed.
- Ensure all artifacts (pins, badges, commemorative items, awards, flags, games, program aids, posters and scrap books) having particular significance to Nova Scotia are contained in various collections.
- Ensure archive donations are preserved in the proper manner for their protection.
- Maintain an archive database for loans to units around the Province.
- Create and submit articles, on a regular basis, for inclusion in Coastlines and for posting to the Provincial website and comply with media copyright laws.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC
- Comply with the "Fundamental Principles for All Committees"

### **QUALIFICATIONS**

- A commitment to and passion for GGC;
- Ability to work with a team and to assume a leadership role, when requested;
- Ability to separate personal interests from the discussion and to respond in the best interests of the membership;
- Ability to exercise critical, analytical, and decision focused skills;
- Good communication, listening, and interpersonal skills with ability to communicate effectively via various media sources; and,
- Availability to attend meetings, as scheduled, and through various means, including in person, teleconference, skype, etc.

### **TERM**

Three (3) years with a possible two (2) year extension

