



TAKING THE PAST INTO THE FUTURE

Records Manager

Purpose:

To maintain the permanently valuable records of New England Archivists (NEA), administer records management tools and resources, and ensure compliance with the NEA Records Schedule. Term of Office: Three years. Appointed by the President with the approval of the Executive Board.

Major Duties:

- Serves as an ex-officio member of the Executive Board.
- Attends quarterly Executive Board meetings in their entirety.
- Organizes and maintains the records of NEA.
- Prepares a guide to NEA's records and updates it annually.
- Reports to the NEA Executive Board annually at the spring Board Meeting and supplies an updated copy of the guide for distribution to the Board at that time.
- Creates and maintains schedule for all records created by NEA officers and committee chairs.
- Notifies each officer of the disposition of their records.
- Arranges for the transfer of records to the NEA Archivist.
- Administers Executive Board's online tools for records management and communication, ensuring appropriate access and permissions for board members and committee volunteers.
- Assists in the transition of NEA roles, including both orientation for and departure of individuals.
- Working with the NEA Secretary and the Communications Committee, maintains active lists of members.