

## **ARCHIVIST/HISTORIAN**

The Weeders Archivist organizes, catalogs and maintains records of importance to The Weeders.

Three essentials: an interest in social history; organizational skills and familiarity with maintenance of historical materials; willingness to safely and securely house a box or accordion folder to hold multiple years of programs, minutes, garden documentation and any other relevant materials.

Ideally, the person who assumes this role enjoys stories and bringing both “ancient” and more recent club activities to life. A familiarity with basic narrative record keeping is critical as is knowing one’s way around the “finding aid” for the club’s records at the Historical Society of Pennsylvania (HSP). Membership at HSP is not required but if one wants to access records and is not a member there is a fee. Records, including photographs, in the collection may be copied; there are fees associated with this.

As more of our records are available online on the Weeders website, it is tempting to overlook the importance of maintaining a paper trail. Programs and minutes, including periodic reports from committees, need to be printed out, organized by year and deposited every ten years at HSP. The same goes for any other records such as garden documentation undertaken by the Garden History and Design Committee.

At the end of each program year, the Archivist is responsible for preparing report to be presented at the Annual Meeting. Both an electronic copy and a hard copy should be given to the President and Recording Secretary.

After the Annual Meeting each year and before July 1, the Chair should confirm with all those listed on her committee to be sure they want to remain active. She should take this opportunity to add to the committee as appropriate. The list of committee members, as it is to be printed in the Program Book, should be forwarded by the Chair to the President, who will approve it and forward it to Print and Publications.