

CROQUET ASSOCIATION QUEENSLAND Inc.
POSITION DESCRIPTION
ARCHIVIST/LIBRARIAN

General Information

The Archivist/Librarian is a Specific Administration Duty Officer and is therefore subject to Part B, Rules 22, Specific Administration Duty Officers, General, of CAQs By-Laws. This position is appointed by the Management Committee and is responsible to the Management Committee.

He/she will at all times observe the Association's Rules, By-Laws and Policies as set out in the relevant documents and will provide succession planning for the incoming person when the position is vacated. He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.

Duties to the Management Committee

- Collect, maintain and/or record all relevant historic and archival documents with the State Secretary
- Safely retain all records and archival material
- Keep records either in writing or on computer as required
- Allow all such material to be available to Member Clubs and members as required
- Catalogue and maintain all books, periodicals, videos, films and any other materials referring to croquet
- Make all such information accessible to clubs and members as required at the Club or member cost