

u3a Guernsey

ARCHIVIST and EXECUTIVE Terms of Reference

PURPOSE

To manage all matters relating to u3a Guernsey History

ROLE SUMMARY

To update the History section of the website

To support and advise members of the Executive Committee on historical facts which help support decision making

To provide information to members on historical information related to u3a Guernsey

MAIN RESPONSIBILITIES

1. Maintain an up to date list of Committee post holders and supporters and provide to be uploaded to website
2. Review and suggest changes to History area of website
3. Attend Executive Committee meetings and provide information as necessary on historical fact
4. Answer queries on historical facts related to u3a Guernsey
5. To carry out a comprehensive handover to a new Archiver when applicable.

These Terms of Reference will be reviewed prior to the appointment of a new Archivist and any alterations submitted to the Committee or periodically as thought fit by the Executive Committee.

Approved by the Executive Committee [6th December 2022].