

# Archives Adviser

## Position Description

Established March, 2017

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### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE:**

To ensure the meaningful preservation and retention of the documents and artifacts that record more than 100 years of Guiding History in Ontario.

### **ACCOUNTABILITY:**

Provincial Council through the Deputy Provincial Commissioner

### **SELECTION:**

Appointment by Deputy Provincial Commissioner

### **VOLUNTEER PARTNERSHIPS:**

Other specialty Advisers

### **OVERALL RESPONSIBILITIES**

#### **Provincial Support:**

- Actively participates in the Operations Forum including conference calls and meetings
- Participates in short- and long-term planning and objective setting for specialized activities that support the overall Ontario Council goals and plans
- Maintains current knowledge of trends affecting the section. Establishes feedback mechanisms to understand and evaluate related needs
- Establishes a budget within the Ontario Council guidelines, in partnership with Staff, monitors budget and resolves variances
- Collaborates and coordinates activities with other advisers or communities
- Reports to the Provincial Council through the Deputy Provincial Commissioner on results, issues and challenges for the section
- Effectively promotes the Specialty as it relates to Guiding both internally and externally, and speaking on behalf of the Province (with Deputy Provincial Commissioner's approval) regarding Archives
- Maintains contact with relevant agencies, government departments, etc. Attends meetings (with approval) where this would advance the interests of the speciality community and/or organization

#### **Specialty Community Support:**

- In consultation and partnership with the Deputy Provincial Commissioner and Staff establishes and leads a provincial specialty community to support the work of the section
- Provides orientation and support and co-ordinates the work of the specialty community members
- Develops and maintains a team atmosphere among Specialty members and staff



- Maintains current knowledge of archival best practices and contributes information and contacts to specific aspects of the work
- Evaluates results of program and project within the National Strategic Plan and Ontario Council direction
- In partnership with Staff, maintains records and prepares reports as needed.
- Recruits members for the specialty community as required
- Maintains contact with archives personnel at National Council and in Ontario

### **Specialty Specific Duties**

- Works to ensure the effective identification, maintenance and cataloguing of archival materials
- Works to ensure the effective maintenance and cataloguing of records with legal and historical significance
- Oversee the 2024/2025 archives transition plan as approved by Council on Sept 7, 2024

### **Competencies**

- Leadership
- Principle Centred
- Promotion of Guiding
- Accountability
- Expertise and Resource
- Communication Skills
- Working knowledge of archival principles

### **TERM**

Three (3) years

