

## **GLBT Historical Society Archives Working Group Charter**

**Archives Working Group Charge:** The Archives Working Group (AWG) consists of volunteers who serve in an advisory capacity to the Director of Archives and Special Collections (DASC) and archives staff. Under the direction of DASC, AWG is responsible for advising on collections policies that support the mission, values, and strategic goals of GLBTHS. Members also participate in assigned archival projects, including collection arrangement, description, and preservation.

### **Responsibilities**

- Review and make recommendations regarding the Collection Development Policy and related collections policies, including the Deaccession Policy. Help devise collection development strategies in alignment with the strategic goals of GLBTHS.
- Review and make recommendations regarding archival tools and technologies, including digital asset management systems and collections management systems.
- Participate in regular meetings. These include archives working days, during which members work on assigned archival projects, including collection arrangement, description, and preservation, and evening meetings, during which members discuss relevant policies and strategic planning and work on special archival projects.
- Advise on grant applications and other funding opportunities as needed.

### **Meetings**

The committee meets as needed, typically monthly, alternating evening meetings with archives working days.

### **Membership**

AWG typically consists of no more than 15 members with one member acting as AWG Chair and at least one member from the Archives staff. The Chair serves a 1-year term with possibility of extension. The Chair is responsible for arranging AWG meetings in coordination with DASC and providing strategic guidance for AWG, including new member recruitment. AWG members serve a minimum of 6 months. New members may volunteer or be recommended; all members are approved by DASC and the AWG Chair. AWG members should have a background in archives, libraries and information science, or museum collections, or be familiar with archival research methods.

### **Reporting**

DASC will report regularly to the GLBTHS Executive Director regarding AWG activities.