

**Volunteer Position Description:**

**Archives Committee**

**Purpose:** To document and preserve Girl Scouts of the Chesapeake Bay council history

**Commitment To:**

- Girl Members
- Adult Members
- Community
- GSCB

**Duration:** Members are able to serve on the Archives Committee with no finite date.

**Responsibilities & Duties:**

- Participate in twice monthly meetings
- Support procurement of historical items
- Coordinate change over of Archives dedicated spaces
- Support the meticulous record keeping
- Aid in the organization and maintenance of the Archives closet and other spaces
- Educate the GSCB community on the rich history of Girl Scouting

**Training Requirements:**

- Knowledge of Girl Scouting

**General Requirements:**

- A passion for history and it's preservation
- Current membership with Girl Scouts of the Chesapeake Bay.
- Participate in on going Girl Scout learning and networking opportunities.
- Maintain confidentiality.
- Access, ability, and willingness to utilize technology, including an active email address.
- Behave in a manner that upholds the Girl Scout Promise & Law in all interactions with the public, Girl Scout members, and GSCB staff.
- Provide the requested feedback surrounding all aspects of Girl Scouting.
- Reliable transportation.
- Access to a computer and phone

By accepting any volunteer position with Girl Scouts of the Chesapeake Bay, I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff, while serving as a volunteer.