



## Archive Committee Description

### ORIGIN

This is an “ad hoc” committee established per MGCA By-Laws, Article VII, Section 14, which states, “...Subject to Section 1 of this Article, the Board of Managers may create and appoint additional committees for special or additional projects.”

### PURPOSE

Not specified in the By-Laws. To collect, organize, and preserve Campmeeting documents, records and other materials of historical or other significance. Provide advice to MGCA on suggested methods for document preservation.

### MEMBERSHIP

Per MGCA By-Laws, Article VII, Section 1, “The Board of Managers may establish one or more committees consisting of one or more Managers of the Association. Committees may also consist of other members of the Association who are not Managers of the Association.” This has been interpreted to mean that the committee must include at least one Manager, but that the Committee Chair need not be a Manager.

### MEETINGS

Not specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis.

### RESPONSIBILITIES

In conjunction with the Policy & Procedures Committee, develop policies for the collection, organization, and preservation of Campmeeting documents, records and other materials of historical significance.

Collect and ensure the retention and preservation of MGCA documents, records, and objects of historical and other significance.

Catalog all items and maintain a searchable digital record so it can be readily determined what items have been retained and where they can be located.

Ensure items are stored in a safe, secure location to ensure their preservation and to prevent damage or destruction from environmental, fire, or other hazards.

Items to be collected may include, but are not limited to, records of the community and organization's origin, organization, evolution, function, daily life, and activities, such as:

- Charter/Deeds/Permits
- Property Maps & Surveys/Utility Documents
- Legal/Financial Documents
- By-Laws/Rules and Regulations
- Board/Committee Meeting Minutes/Correspondence
- Newsletters
- Photographs/News Media References/Oral Histories
- Properly dispose of those documents and artifacts which according to established retention policies do not need to be retained
- Liaise with Mt. Gretna Historical Society as needed

Present (or submit) a committee report at each regular meeting of the Board of Managers

### **AUTHORITY**

In accordance with established policy, the committee is authorized to take custody and ensure the safekeeping of MGCA documents and artifacts to be archived. They are also authorized to dispose of documents and artifacts in accordance with established retention policies.

### **BUDGET**

This committee has a line item in the MGCA annual budget for operating expenses. The committee may spend these funds without further approval. Committee chair must submit a budget request in Fall for approval.

The Committee Chair is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

### **Dates:**

Adoption:       December 21, 2021  
Revision:  
Rescission:

### **NOTES:**

- Recommend that the By-Laws be amended to make this a Standing Committee rather than an ad-hoc committee.
- These policies need to be developed and formally adopted.