

Unitarian Universalist Church of Davis
HISTORICAL ARCHIVES TASK FORCE CHARGE

Approved by Board of Trustees on April 9, 2018

Purpose

The goal of the Historical Archives Task Force shall be to develop and propose a plan to preserve for present and future generations an overview of the Church's history from the 1950s to the present. The Task Force shall collaborate with the Congregational Administrator, the Senior Minister, the Assistant Minister, and Church leaders and members to formulate their recommendations for preserving a permanent archive of the Church's historical documents, photographs, and audiovisual materials. The Congregational Administrator shall continue to oversee preservation of the Church's administrative, financial, and legal records.

Responsibilities

1. To define the scope of the archives by reviewing the historical materials on hand (primarily in the Church library) and determining proposed categories of items to be preserved or obtained for preservation.
2. To solicit from the congregation additional materials for review and possible inclusion in the archives.
3. To develop workable approaches to the archiving process by beginning to preserve the items on hand; volunteers would be recruited to assist with this activity on a project basis.
4. To recommend a proposed structure for ongoing preservation of the Church's historical archives.
5. To propose priorities and anticipated costs for ongoing preservation work, including an evaluation of proposed items to be digitally preserved.

Special Qualities or Skills Needed by Members

Members should have a familiarity with the Church's history, along with organizing and computer skills and the ability to recruit and coordinate volunteers.

Number of Members Needed

Up to five, including the Co-Chairs.

Terms of Office

The ad hoc Historical Archives Task Force shall act until its goals are accomplished. This period is anticipated not to exceed two years.

Membership Selection Process

Members will be recruited by the Task Force Co-Chairs.