

TERMS OF REFERENCE

ARCHIVES COMMITTEE

Purpose

The function of the Archives Committee is to look after the historical documents and artefacts of Metropolitan United Church.

Activities

1. On an irregular schedule, the committee meets to sort materials that have been donated to the church over the previous short time span.
2. Members perform searches in the archived baptismal, marriage and funeral records as requested by people both within and outside the church.
3. Members assist in events like, anniversary Sunday, and Rally Sunday by providing materials from Metropolitan's archives for display.
4. Members are in contact with Western University's archives where some of Metropolitan's materials about the earliest history of the church are stored.
5. Similarly, members are in contact with the United Church of Canada Archives and subject to their policies.
6. For the congregation, the committee reports annually as part of Metropolitan's package of committee reports to the annual congregational meeting.
7. At the first meeting of the new term, the committee reviews this Terms of Reference prior to sending it to the Board for approval, if changes are made.
8. Each year the Chair reviews the Risk Management policy with all committee members.

Frequency of Meetings

The Committee meets on an ad hoc basis when donated materials reach a volume that justifies our attention.

Membership

The current committee has 10 members. The number varies from year to year with resignations and new persons being added.

Term of Membership

There is no set term of membership.

Quorum

There is no quorum set for our meetings which tend to be informal gatherings to sort materials to be archived.

Minutes

The recording secretary takes minutes for any formal meetings and distributes them to members by e-mail.

Resources

We have an Archives room off Metropolitan Hall along with a scanner/copier used during archival searches.

Related Documents/External Resources

- [Western Archives](#)
- [United Church of Canada Archives](#)

ARCHIVES COMMITTEE	
Approval Meeting of Board of Elders:	April 2018
Approval by Archives Committee:	April 2018
Previous Version Date:	May 2013
Committee Responsible:	Archives Committee