



## Archivist Terms of Reference

1. **Authority for Appointment.** The Croquet Australia Archivist is authorised by the Board to carry out the undermentioned responsibilities and functions on behalf of the Board.
2. **Appointment .** The Archivist are appointed by the Board for a period of two years at the Board meeting following the AGM. In the case of a casual vacancy, a person may be appointed to fill the remainder of the term of that appointment.
3. **Responsibilities.** The Archivist shall:
  - 3.1. collect, maintain and/or record all relevant historical and archival material;
  - 3.2. ensure that all Croquet Australia records and archival material are safely retained;
  - 3.3. allow all such materials to be available to clubs and members when required;
4. **Management**
  - 4.1. The Archivist is responsible to the Board and accountable for all decisions made and actions taken in the performance of their duties.
  - 4.2. The Archivist shall provide reports to the Board as requested and shall, in any case, provide a report for inclusion in the Croquet Australia Annual Report.

### Authorisation

Approved by the Board, 12<sup>th</sup> August 2020

Jim Clement  
Secretary to the Board