

JMTA ARCHIVIST

Manual of Procedures

Duties: The archivist will collect and organize any records of JMTA for future available viewing. All items will be recorded digitally. You are to act as the point person for all members to send items. You are responsible for directly uploading items into the archive site, or sending to the state Webmaster for uploading.

Time Required: The chairperson will digitally compile and upload items as needed, but no less than once per month. This should not consume more than one hour of your time monthly.

JMTA archives are hosted on fmta.org through google drive. Items can be uploaded directly to google drive, or can be sent to the FSMTA Webmaster for uploading. Physical/hard copy items should be scanned and saved digitally, or sent to the Webmaster for scanning. Contact the state Webmaster for any questions on how to upload or how to organize the informational folders.

Examples of items to archive: This is not an exhaustive list. Any item deemed of historical value may be added to the archives. If you are unsure, ask the JMTA President for assistance.

- News articles or obituaries about JMTA or its members
- Updated documents such as 501(c)3 status, Solicitation of Contributions certificate, and Constitution and Bylaws
- Photos from any JMTA sponsored event
- Programs from any JMTA performance event

Monthly Treasurer Reports, Annual Budgets, and Meeting minutes are published in the High Notes, which is archived on jaxmta.org and does not need to be additionally archived.

How to collect items: Contact JMTA chairpersons monthly and ask them to send you a digital copy of anything needed to be archived. For example, ask the Recitals chairperson to send you a copy of the recital program. Keep abreast of any special events or happenings which may produce items needing to be archived. At monthly meetings, ask for any items to be archived. Ideally, members will send you digital copies of items. If you are given hard copies, you will need to scan them or send to the state Webmaster for scanning.

Reports: At each General meeting, give a report of any activities you did as chairperson since the last meeting. In May, compile a report of your activities since the previous July, and send it to the JMTA President.