

GLOUCESTERSHIRE AREA QUAKER MEETING JOB DESCRIPTION

Title: Custodian of Records

General Context of the Role (Quaker Faith and Practice: 4.41-4.47):

Area Meetings are responsible for acting as custodians for their own records. They should also take responsibility for the records of their constituent meetings, ensuring their timely transfer to the custodian of records. They are advised in particular to ensure that the records of any local meeting, which has been laid down, are collected together.

Experience and qualifications sought:

No particular expertise is required, other than the ability to keep detailed and accurate records of documents held either in the safe at Gloucester F.M.H or on loan to the Gloucestershire County Record Office. A methodical approach to record keeping is indicated together with an ability to discern and retain records of potential historical significance.

The opportunity for archive training, if required, is available through Friends House.

Main Responsibilities:

- 1 To keep an accurate and, as far as possible, a complete record of the documents of Area Meeting and of Local Meetings.
- 2 To ensure that records no longer required by Local Meetings are collected, noted and kept in the safe at Gloucester F.M.H
- 3 After 30 years in the safe to transfer on loan such records to the Gloucestershire County Records Office.
- 4 To keep up to date the record of the contents of the safe and of documents transferred to Gloucestershire County Records Office.
- 5 To act as the point of reference for Local Meetings.
- 6 To act as the point of contact for the public making enquires about the records.

The duties of the role are thought to require between four and eight hours' work per year.

Rewards and satisfactions of the job:

For Friends interested in history, the role provides a fascinating insight into the proceedings of the Religious Society of Friends in and around Gloucestershire in the last 350 years.

Leslie Tether/Ray Robinson
Sept 2003

Updated 'monthly' to 'area' 02.11.2010 EMW