

THE OFFICE OF ARCHIVIST OF THE ATLANTIC PROVINCE

DESCRIPTION & DUTIES

1. The Archivist is appointed by the Provincial Director with the consent of his Council.
2. He is a definitive Incorporated member of the Province
3. He usually lives in the residence where the Archives are housed.
4. He possesses all academic requirements for the gathering, storage and evaluation of archival material which relates to the Province and Congregation.
5. He is tasked with safeguarding all Patrimony of the Congregation. He is to ensure that the Archives are in a safe and secure location.
6. When a member dies, he is, with the consent of the Provincial Director, to retrieve those items that are rightfully part of the Patrimony of the Missionaries, such as breviaries and other community books, cross and chain, ect, and to deposit them in the archives.
7. He is to keep up-to-date records on the members, including wills, powers of attorney, curriculum vitae, photographs, vital documents and other pertinent information to the members life.
8. He is to ensure that files on all former and deceased members of the Province as well as those members who have left the Congregation are safeguarded.
9. He is tasked with the on-going education of the members regarding our history.