



“THAT ALL MAY BE ONE”

OPPORTUNITY FOR LONDON CONFERENCE

**The Nominations Committee is looking for applications for the
ARCHIVES COMMITTEE**

MANDATE: The Archives Committee of London Conference promotes and arranges for the preservation of the historically significant records of the Conference, its Presbyteries and Congregations. **DUTIES:** 1. To present annually a budget for the committee's work. 2. To ensure the sorting and cataloguing of material in Conference archives are held in accordance with professional standards and procedures. 3) To arrange for the gathering of archival materials. 4. To educate regarding appropriate material to be archived and best practices for the preservation of this material. 5. To stimulate interest in the history of churches within Conference, and in the history of the United Church, and to encourage and assist in historical research. (See Section 460 of the Manual)

NUMBER OF POSITIONS OPEN: 1 member at-large required.

MEMBERSHIP OF COMMITTEE: The Committee is made up of one member from each of the eight Presbyteries and from the Conference UCW, as per the Manual, plus three members-at-large. The Chairperson also represents London Conference on the National Archives and History Committee.

SKILLS AND GIFTS: Committee members should have an interest and/or experience in archival practice and the history of The United Church of Canada.

TERM OF OFFICE: Three years.

CLOSING DATE FOR APPLICATIONS: See Application Form or [website](#).

TO MAKE AN EXPRESSION OF INTEREST:

If you are interested in the position or know of a suitable candidate for this position write an Expression of Interest including the following information:

- # Information about yourself and your United Church involvement. Maximum of 50 words.
- # Describe why this opportunity interests you and what gifts you bring to it. Maximum of 50 words.
- # Names and phone numbers of 2 references.
- # Contact information for the candidate, including name, email and phone.

* *The Nominations Committee will review all applications and keeping in mind the needs of the committee, then name the three candidates to fill the vacancies.*

* *All applicants will be contacted by the Nominations Committee.*

SEND BY EMAIL:

nominations@londonconference.ca



SEND BY MAIL or FAX:

numbers included below



encourage educate enlighten

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