



COUNCIL ARCHIVES COMMITTEE PLAN OF OPERATION 2025

MISSION:

At the direction of the Board of Directors, identify, acquire, catalog, and provide for the access to and preservation, management, or appropriate disposition of historically significant records, data, and objects owned by Northern Star Council.

The committee is accountable to the Past Council President. Staff support is provided by the Scout Executive and others as needed.

GOALS FROM COUNCIL'S STRATEGIC PLAN:

Actions of this committee align with the following goals from the Long Range Plan:

- Asset Protection/Performance.
- Robust Governance.

2025 ARCHIVES COMMITTEE OBJECTIVES IN SUPPORT OF THE STRATEGIC PLAN:

- Define criteria for assessing historical significance of records, data, and objects.
- Establish dynamic partnerships with the North Star Museum and other relevant entities that collect and preserve historically significant materials
- Consistent with Council records retention policy, establish and enact archival policies and practices related to:
 - retention of records, objects, and data
 - storage of records, objects, and data
 - management of access to records, objects, and data
 - disposition of records, objects, and data that will not be retained
- Identify collections management projects that will constitute the primary focus of Archives Committee activities
- Determine the cost and evaluate the feasibility of all recommended collections management activities

COMMITTEE ACTION PLAN:

- Inventory and document current state of all "in scope" items.
- Manage a list of the records, lists, objects and activities that the Archives Committee will focus its work on
- Establish a prioritized project list and schedule for meeting key objectives. (This includes cataloging and conserving "in scope" materials.)

ORGANIZATION TO MEET THE OBJECTIVES AND CARRY OUT THE MISSION:

Council Committee Members:

The committee is made up of Board members, President's Cabinet members, and Members at Large who have experience or aptitude in the areas including but not limited to archive management, museum curator, conservation, history, and document & records management.

Chair:

Same criteria as above

Vice Chair:

Same criteria as above

COUNCIL-LEVEL FUNCTION:

The committee meets on a scheduled basis, not less than once every two months. It is made up of various history-focused individuals, from generalists to archiving experts.

This committee is an independent body within the Council; while the Scout Executive serves as staff advisor, the committee is ultimately chartered by the Board of Directors.

To support the mission of this committee, members may take on a number of short-term projects, including review of current archives, current archive practices, research to improve or establish new archives, and development of an archive training program.

ESTABLISHED COUNCIL ANNUAL ACTIVITIES OF THIS COMMITTEE:

- Conduct inspection of archived materials and ensure inventory is correct.

INTERMITTENT COUNCIL ACTIVITIES:

- Assign committee members and research tasks.

DISTRICT ORGANIZATION:

- None

DISTRICT FUNCTION:

- Support the Council Records Retention Policy

EVENTS AND MEETINGS:

- At least once every two months. More if needed.
 - January 8 – Minnesota Dietz Room
 - March 12 – Minnesota Dietz Room
 - May 7 – Minnesota Dietz Room
 - July 9 – Minnesota Dietz Room
 - September 3 – Minnesota Dietz Room
 - November 5 – Minnesota Dietz Room

CRITERIA FOR COMMITTEE CHAIR SELECTION:

- Leadership of committee meetings
- Passion for history – especially BSA/Council history
- Organization management
- Curator / Conservation aptitude



Council Archives Committee Job Descriptions

COMMITTEE MEMBER

POSITION CONCEPT:

The Archives Committee guides the council on matters related to the management and conservation of prescribed "archive" materials. The chair provides leadership to this committee. The position is renewed annually.

ORGANIZATIONAL RELATIONSHIP & STAFF SUPPORT:

Archives Committee Members report to the Committee Chair and serve as working members of the Committee. Support for the Committee is provided by the Scout Executive/CEO and others as needed.

COMMITTEE MEMBER RESPONSIBILITIES:

1. Attend meetings and actively participate
2. Participate in committee work and special projects outside of meetings
3. Share resources
4. Be available to staff on an on-call basis

COMMITTEE MEMBER'S ESTIMATED TIME COMMITMENT:

- Participate in bi-monthly 90-minute meetings; more if needed
- Attend additional meetings as needed
- Additional time for phone calls, special projects, and committee work. Time varies from year to year, depending on Committee needs.

COMMITTEE CHAIR

POSITION CONCEPT:

The Archives Committee guides the council on matters related to the management and conservation of prescribed "archive" materials. The chair provides leadership to this committee. The position is renewed annually.

The current chair, James P. Schuster of Mahtomedi, MN; assumed responsibility of the committee in April 2010.

ORGANIZATIONAL RELATIONSHIP & STAFF SUPPORT:

The Archives Committee Chair reports to the Northern Star Council Past President and serves as a member of the council's President's Cabinet. Staff support is provided by the Scout Executive/CEO and others as needed.

CHAIR'S RESPONSIBILITIES:

1. Presides at meetings of the Archives Committee; appoints subcommittees as needed.
2. Serves as first point of contact as issues arise; offers guidance; delegates issues to other committee members or NSC staff resources.
3. Keeps the Council leadership apprised of relevant issues related to Council Archives and related practices.
4. Serves as a member of the President's Cabinet.
5. Participate in sub-committee work.

CHAIR'S ESTIMATED TIME COMMITMENT:

- Preside at bi-monthly meetings; more if needed
- Attend quarterly meetings of the President's Cabinet
- Additional time for phone calls, special projects, and committee work. Time varies from year to year, depending on council needs.



COUNCIL ARCHIVES COMMITTEE MEMBERS 2025

Chair:

Jim Schuster

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Ex Officio:

John Guthmann, Past Council President