

YOUNG LADIES' GRAND INSTITUTE
ARCHIVE COMMITTEE GUIDELINES

Committee Purpose: To collect and preserve out historical documents and memorabilia.

- Chairman should contact members of the committee as soon as possible after their appointment by the Grand President. You can accomplish this via a letter, e-mail, telephone etc. The communication should include the committee's purpose as well as a request for suggestions or ideas.
- The Grand Institute Finance Committee will send you (Chairman) a letter and a budget request form for the year. The letter will include the approved budget from the previous year. Submit the Archives Committee projected budget/expenses for the year to the Finance Committee. Items to include are: postage, stationery, storage rental (if applicable), scrapbook expenses, display expenses (minimal) and include any other expenses pertinent to the Committee. Once the Finance Committee accepts and approves your request, this is the amount of your allowance for the year.
- Call a meeting of committee members if a project is necessary for/or in the coming year; for example setting up a special display for convention. Other meetings can be arranged as needed otherwise an annual meeting is sufficient.
- Set up a file for the incoming Grand President (if one has not been set up) and request her picture for her Past Grand President file. Obtain and save a copy of her Program and include it in her file. When she has completed her term, give her a "biography" form to complete also for her P.G.P. file. (Bios are helpful for anniversaries, eulogies etc.) Obtain a name and the name of an alternate to give her Eulogy, if she desires. You can update this info periodically for all P.G.P.'s.
- If a new Grand Chaplain is appointed, obtain his picture and biography and set up his file.

- Catalog items received and add to inventory list. Be prepared to report items and progress at the November or March Board meetings if requested by the Grand President.
- Arrange for periodical display of interesting Archives at Grand Institute if possible.
- Scholarship Recipient's Books are to be updated every five years. However, new recipient's pictures, & biographies should be obtained each year. It is difficult to contact them later as so many move and their institutes do not have their addresses or information.
- If a P.G.P. passes away during the year, the Archives Chairman makes up the "short bio sheets" that are passed out at convention. The information is found in the P.G.P. folders. Speak to the Convention Program chairman to check the time of the Eulogy so you have copies of the bio available. She will contact the P.G.P.'s Institute about their presentation at convention.
- Chairman: Add any information to the Archives Chairman's Binder at the end of the year. Turn this binder over to the next chairman, preferably at Grand Institute. Include: copies of correspondence both incoming and outgoing pertaining to the committee reports.
- Submit your final briefing report to Grand Secretary's office by date requested or have 3 copies of your oral report if necessary for her at Grand Institute.
- The Archives storage cabinet is located at the YLI Clubhouse, 1400 27th St. Sacramento, CA. The key is kept in the Grand Secretary's office.
- Contact the Grand Secretary to arrange your committee meetings at the Clubhouse or if you wish to work in the Archives storage cabinets.

Updated by Grace deFlores, Guidelines for Committees Chairman 2015-2016