

## **Salty Sister Archivist Job Description**

Updated 10/1/2024 by Angela Kowalik

1. Maintain the Salty Sister Spreadsheet of All Known Salties.
  - a. Annually adding in the new class for the year (Sep or Oct)
  - b. Adding further information as older Rosters are rediscovered
  - c. All Known Saltys include the following:
    - i. those currently active
    - ii. prior Saltys (resigned or otherwise, including deceased members)
    - iii. potential Saltys who started in the new classes (even if they didn't finish)
2. Update all Salty and FWSA positions held in the spreadsheet.
  - a. Salty Officer, Director, Committee and Special Committee Chairs are known at the Annual Meeting in October for the coming year, except for the following which are determined later and updated accordingly:
    - i. Protest Chair (Nov)
    - ii. Nominations (May)
    - iii. Past Captains Roundtable
  - b. Sailors – update active sailors as follows (if input provided):
    - i. Skippers Hat – confirm active Skippers Hat (participated in sailing or RC for 8 weeks), add any new ones, as provided by Skippers Hat Chair
    - ii. Confirm Active Sailors with the Co-Captain, as appropriate.
  - c. FWSA positions are determined by their Annual Meeting, held in May. The FWSA fiscal year begins June 1.
3. Provide Lists of members as needed or requested:
  - a. Sailing List For the Co-Captain – a list of members and new class for monitoring appearances, in any capacity, at the Sailing Center on Wednesdays. Sometimes this is provided from outgoing Co-Captain to incoming Co-Captain
  - b. Birthday List for the Birthday Calendar – a list of members and their birthday (month & day) to the Birthday Calendar chairs in preparation for the Birthday Calendar (Oct or Nov). Sometimes this is provided by Membership.
  - c. Positions Held Report (printed or circulated digitally) for:

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- i. The Nominating committee or chair (May) to aid in preparing the slate for the new year
    - ii. The Co-Captain, to aid her with selection of committee chairs (May or as requested)
  - d. Past Captains List for the Captain – a list of all Past Captains, in preparation for the Annual Meeting.
4. Work closely with Membership to record and update each month or as changes are known (dates are annotated in the notes when known):
- a. Re-instatements (as approved by the board)
  - b. Resignations
  - c. Deaths
  - d. Years of membership
5. Reconcile and close the Archivist file for year-end, using the final Membership Report from the Annual Meeting (Oct).

Up to August 2020, the spreadsheet was kept on two Macs and two external hard drives. After turnover via email, the file is kept on a PC and thumbdrive. The final file for 2023-2024 is also in the Salty Google account, and in the Salty website media files. The current grand total (after corrections and additions) of all known so far is 774 as of 10/1/24.

Angela Kowalik, Archivist beginning August 5, 2020 through present.

Previous:

Barbara Watson, Archivist through August 1, 2020

Angela Kowalik, Archivist from August 1, 2020- October 2024

Revision History:

April 7, 2020 by Barbara Watson

Updated Oct 1, 2020 by Angela Kowalik

Updated 9/27/2021 by Angela Kowalik

Updated 10/1/24 by Angela Kowalik