



**The British Society for  
Surgery of the Hand**

## **Job Description, Role and Duties of the Honorary Archivist**

### **Appointment and term**

- Appointed by Council.
- Term of Office – 5 years. Eligible for re-election
- Ex-officio Member of Council.

### **Responsibilities**

- Prepare goals to advance the BSSH well ahead of the Presidential year
- Maintains documents relating to the formation of the Society and development of its constitution.
- Interact with the Webmaster and Comms Committee to provide easily accessible digital material that reflects our history
- Considers the safe storage and accessibility of material objects and historical documents.
- Enables digitisation of suitable archive material
- Provides information from the archives on request for Council or Officers.
- Regularly edits and updates the "Handsard", an accumulating abstract of the proceedings of Council.
- Advises Council on matters that Council feels require long-term background experience of the Society.

- Nominates members and former members of the Society for recognition by other Hand Societies and academic institutions.
- Providing Council and the Society notice of the passing of members and providing an obituary containing a brief biography.
- Maintains a book containing photographs and biographies of Past Presidents of the Society.
- Deals with enquiries about books and other documents held by the Society, and dealing with such gifts to the Society.