

## TERMS OF REFERENCE

### ARCHIVIST

The main tasks for the archivist are as follows:

1. All **maps and guidebooks**, as well as mapcases and compasses, are **stored in an orderly fashion**, usually the storeroom, Iffley Road (called ‘Stores’, still current as of summer 2009). You will collect your storeroom key in the committee meeting of 0<sup>th</sup> week. You should immediately email principal trip leaders to ask which maps they require for their trip, unless it is obvious e.g. “Dartmoor” will be the Dartmoor OL map whereas there are several maps for the Lake District. You need to distribute 2 copies of each map (more if two minibuses are used) to the Principal Trip Leader of weekend and minibus trips by the end of 0<sup>th</sup> week. If a trip leader hasn’t replied to your email then distribute all the maps you think that they could need to use. It’s your responsibility to ensure that the right maps are distributed to the right people.

2. **Buy new maps** as necessary, labelling them and recording them as described below. Two copies of the Explorer Series (previously OL) should be kept, with more copies for popular destinations such as the Lake District and Snowdonia. At least two copies of the regularly used Explorer series maps should be kept (Chilterns and Oxford areas) – try not to end up buying too many copies of the same map. Also, ensure that the two road atlases are kept in a good state of repair, and replace them when necessary, or when they become outdated. Try ‘the Works’ on Cornmarket St. for cheap maps and Atlases.

3. The Sports Federation requires all **maps to be individually labelled**. It is your responsibility to ensure that each map the club has and each map the club buys is labelled and recorded in the Club Map Inventory. Maps should be labelled by large writing with a permanent marker (if there is not one on the table in Stores, it could be a good idea to get a new one and claim it back from the club) on the front and back covers as follows:

- Map number (see below), ‘OUWC’, and a note about returning map to the Archivist;
- Outdoor Leisure (OL) maps are being replaced by the Explorer series.
- Get a map list (free from Blackwell) with all current numbers and label as follows, with the last digit identifying that map from another map in the same series e.g.

OL Peak District – The Dark Peak (OL1)	= EXP 001-1
OL North York Moors – Eastern Area (OL27)	= EXP 027-1
OL North York Moors – Eastern Area (Ol27)	= EXP 027-2
EXP Oxford (Explorer 180)	= EXP 180-1, 2, 3 etc
EXP Bodmin Moor (old Explorer 7)	= EXP 107-1
EXP Bodmin Moor (new explorer 107)	= EXP 107-2

Landranger maps should be labelled in the same way with the same length of code e.g.  
 Bognor Regis (Landranger 83) = LAN 083-1  
 Scunthorpe (Landranger 84) = LAN 084-1  
 Skegness (Landranger 202) = LAN 202-1  
 Other maps and guidebooks should be labelled appropriately also using the “XXX 111-1” type code.

4. **Maintain the “Club Map Inventory”** – this should record the name, type of map, its club code and when it was produced (not bought). For Example:

Sheet No.	Description	Date Published	Identification Code
1	The Peak District - Dark Peak Area	1995	EXP 001-1
	"	1995	EXP 001-2
2	Yorkshire Dales - South & West Areas	1997	EXP 002-1
	"	2002	EXP 002-2
3	Aviemore and the Cairngorms	1990	EXP 003-1

Ensure that all new maps are recorded in this way. At the end of every term email the Webmaster with the updated list for the term. Record the file on the Archivist’s CD for the next Archivist.

5. The Archivist should **plan local walks** for the following term in consultation with the president, local walk leaders and the local walk database. Prepare a draft schedule to be e-mailed to trip leaders in the vacation that should include: dates, venues and transport details. (Some leaders will also want to plan their own walks and these should be incorporated into the schedule.) Try to avoid planning long walks that will be back late on days when there is a club social in the evening (e.g. the ceilidh, annual dinner and punt party). Full details of the local walks need to be e-mailed to the President and the webmaster in time for printing of the term card. For example:

**Check out the Chilterns**

**Sunday 7th November (start of 5th week)**

Have you ever wondered why the Oxford Tube stops "in the middle of no-where" on it's way to London? Well here's your chance to find out. This walk will take the Oxford Tube to the middle of no-where, or rather Lewknor turn in the Western Chilterns to explore the beautiful villages and valleys in this part of Berkshire.

- Meeting Place:** Queen's Lane Bus Stop the High Street
- Meeting Time:** 9.15am
- Return Time:** 18.00
- Distance:** c.15km
- Lunch:** Packed
- Fare:** c. £5
- Leader:** Dom Curran
- contact:**

A **local walk report form** also needs to be prepared (use the template on the Archivist’s disk), this includes a **detailed route plan** and transport details for the walk, and should be sent out to leader with the map etc (see below).

If any walk plans to go to **Wytham Woods** you need to e-mail [Nigel.Fisher@admin.ox.ac.uk](mailto:Nigel.Fisher@admin.ox.ac.uk) (the conservator of the woods) giving him details of when the walk is planned for and how many people

you are expecting (typically 8-15). You should forward Nigel's reply to the leader of the walk as there are signs on the entrance to the woods saying that you must have a permit to enter them.

6. Sunday of 1<sup>st</sup> week each Michaelmas term should be reserved for Freshers' Walks. These are usually arranged by the President, whose TOR gives the following information: "Freshers' Walks typically start at 1:30pm on Sunday of 1st week, meeting at Broad Street for example. Encourage as many committee members, Trip Leaders and existing members as possible to attend the event so that potential members can find out about the club's activities. If they have Club stash, encourage them to wear it! Depending on the turnout (which depends on the weather) groups can go for short walks via a pub, such as Marston and the Victoria Arms (~4 miles), Port Meadow and the Trout Inn (~5 miles), and Boar's Hill and the Fox Inn (~8 miles). Do take maps (even if you hide them in your bag) and try not to get lost – it's embarrassing!"

7. **Local walk maps, report forms and equipment should be distributed** several days in advance of the walk. Arrange with the Quartermaster to take four map cases (older ones), first aid kits (green ones) and compasses (small base plates) for use on local walks. Do not allow local walk leaders to keep map cases and compasses for subsequent walks, as they will be needed for the next weekend's walks. When Local Walk Leaders return maps and equipment, contact the **Treasurer** if they require reimbursement for member's **local walk subsidies**. It is up to you to chase people for maps, map cases and compasses, and to ensure that they are all returned.

8. **Keep a record of who has each map at any time.** When you receive the file there will be a list of who has any club maps, along with which copies they are. Whether it is a club trip or a private loan to a member you need to keep this procedure completed with no exception. For example: MT02:

Snowdonia weekend trip	John Seymour	Exp117-1 Exp117-3 Exp118-1 Exp118-2	[Proposed return date]	[Date out]	[Date in]
Peak District Weekend Trip	Richard Campbell	Exp001-1 Exp001-2 Exp024-2 Exp024-4	[Proposed return date]	[Date out]	[Date in]

Keep a separate list for **private loans** and record all forms in the file. Any maps loaned for private use must be covered by a **£6.00 deposit cheque** and a return date should be agreed.

9. The Archivist should also **update the local walk database** at the end of each term by entering the local walk report forms returned by leaders into the local walk database on the Archivist's CD.

10. The Archivist should update the **Local Walk Leaders' Advice Sheet** in conjunction with the T&S Coordinator.

11. **Local walk leaders mailing list.** You should keep this up to date. It is easy to add/remove people from the list. In webmail, you have to go to: <https://maillist.ox.ac.uk/> and select "Admin Interface for List Owners". Then login with your usual webmail username (e.g. mert1234) and password. Then you should see the walking-localleaders list, click on "subscribers" and then you can add new people as described on the page, or remove people. There is a link to some help (OUCS

Ezmlm help) on the left hand side of the page. If you get stuck, you can also ask the Club's webmaster for help.

Last updated in August 2009 by Imogen Wade.