



July 29, 2019

The Wisconsin Religious Collaborative (WRC) is seeking volunteers to participate in Advisory Committees that will provide guidance and expertise in developing several new programs to support member institutes and, ultimately, the entire region.

The Advisory Committees will work directly with WRC Executive Director Lyn Korte by participating in meetings via conference calls and reviewing materials relevant to the development of a specific program. Committee members will be expected to contribute expertise, advise on direction, assist in identifying additional resources, and facilitate connections.

The time commitment should not exceed an average of four hours per month; however, monthly fluctuations may occur due to the timing and demand of development.

The Advisory Committees are listed in the following pages. Please submit volunteers or recommendations for these committees to Lyn at [Lyn@WRCollaborative.org](mailto:Lyn@WRCollaborative.org) by August 16, 2019.

If you would like any additional information, you can reach Lyn at the email above or call 262-599-0814.

Thank you for your assistance in kick-starting our development process!

## **Program: Archives Practices**

Collection of best practices, standards, policies, and procedures, as well as a portal for available resources and requests.

### ***Features:***

- Easily downloadable guides and templates
- Centralized, quick access to additional resources
- Identification of endorsed practices, procedures, and policies

### ***Benefits:***

- Simplify transition of roles and tasks from sisters to lay staff
- Ensure best practices in place for optimum performance and efficiency
- Consistency across institutes to aid in potential future regional archive partnerships

### **This Advisory Committee also will address:**

- Archives Partnership
  - Explore potential for regional archive, perhaps affiliated with a university.

**Expected time commitment:** 4 hours per month, August 2019-March 2020

**Expertise desired:** Archives, library management, university connection