



Role Description: BPG Document Repository Librarian

Summary:

The *BPG Document Repository Librarian* is a part-time role that reports to the BPG Board of Directors. The Librarian plays an important role by ensuring that Board and Committee documents are posted to BPG’s document repository (called the “VGM”) in a timely manner.

Responsibilities:

The BPG Document Repository Librarian uses a detailed work instruction to carry out the following responsibilities:

- Add new documents to the VGM
- Purge out-of-date documents from the VGM
- Monitor incoming documents to ensure that they conform to BPG’s documentation standards (e.g. naming conventions, version control)
- Identify problems with the VGM to the Board for resolution
- Convert documents to PDF format as required
- Maintain a library of original documents (e.g. Microsoft Excel, Word and PowerPoint originals).

Skills and Requirements:

The ideal candidate is a person who has good computer skills, is methodical, and who likes to keep things well organized.

The requirements for the BPG Document Repository Librarian also include:

- Must be a member of the Bell Pensioners’ Group (BPG)
- Must be readily accessible and able to perform the role for 10 months out of the calendar year
- Must be skilled in the use of Microsoft Office software (i.e. Excel, Word, and PowerPoint) and be able to repackage those documents into PDF files.



Nice to have skills and experience include:

- Prior experience with document management software and/or folder-based document management solutions such as Dropbox and Google Drive
- Prior experience producing archive files using tools such as WinZip
- Bilingual would be a great asset; if not, an established review process to review the content

Notes:

1. BPG would provide Webmaster training for this role
2. Our National Webmaster, Andre Bergeron will provide technical support
3. The Board will work with the Document Repository Librarian to establish document standards to ensure consistency