

Village Quilters Job Description Historian

Duties of Standing Committees:

- A.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.
- B.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

Policy & Procedures affecting Job:

None

Duties & Responsibilities:

- Take pictures that would capture the year's guest speakers, guild special events such as quilt shows and challenges and may include bus trips, workshops/classes and bee activities for use on the website and/or for the CD/DVD scrapbooks.
- Collect any and all items, thank you notes or letters, written articles or publicity on The Village Quilters and catalog in the History Scrapbook with some identifying information or scan and include in the CD scrapbook.
- Prepare and present the current and/or a past History retrospective at the December meeting so members can enjoy the years review.
- Notify and provide Secretary with any change or revision for job description as needed.
- With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.