

# ***Village Quilters Job Description Historian***

## **Duties according to Village Quilters Bylaws:**

None

## **Policy & Procedures affecting Historian:**

None

## **Duties & Responsibilities:**

- Take pictures for use on the website and/or in the 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.
- Bring the current and/or a past Historian book to each meeting so members can look at them during social time.
- Submit bill/reimbursement request for scrapbook materials as needed within budget.

As of September 2008