

# **Village Quilters Job Description**

## **Historian**

### **Standard Duties of Standing Committees & Officers:**

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files and signs/sign holders (if responsible for any) to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. 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.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

### **Policy & Procedures affecting Job:**

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

### **Duties & Responsibilities:**

- Take pictures that would capture the year's guild activities: guest speakers, speaker classes, guild special events such as quilt shows and challenges, bus trips, luncheons, workshops and/or Bee activities to create digital scrapbooks. Share relevant items with Publicity and Webmaster, as appropriate, for use on the website and/or Facebook or other media.
- Collect or solicit from committees any and all items such as thank you notes or letters, written articles or publicity on The Village Quilters (no need to keep once scanned). Scan and catalog in a digital Scrapbook for the year including some identifying information for use in year end review.
- Use all in 2 items above to prepare and present the current year History retrospective at the December meeting so members can enjoy the year in review. It may be shown at the guild meeting or at the luncheon. Discuss with President or Board to make a determination. Add current year DVD to previous history as noted below.
- Prior History has been scanned and stored on DVD in unlocked white cabinet in Chota Room A.