

Historian Chair Responsibilities

9/2021

The chair will record and keep, in an organized manner, the history of club activities.

Responsibilities:

- At the beginning of this assignment, contact previous chair to obtain all past history information on the club.
- Purchase a book (similar to previous books) to use in telling the story of the club's activities and accomplishments for the year.
- Contact the treasurer for a voucher to attach receipt for reimbursement of book.
- Gather newspaper articles, newsletters, club stories, photographs and awards received by club members during the year.
- Keep book organized and neat with dates and sources of articles accurately recorded.