

HISTORIAN JOB DESCRIPTION

1. Summary description of position/committee responsibilities

- Take photos of Show & Tell quilts at guild meetings.
 - Put out sheet for guild members to list their Show & Tell quilts on
- Take Photos during guild meetings and other events.
- E-mail Show & Tell photos to webmaster
 - 3 or 4 photos at a time
 - list guild member's name & name of quilt with number of photo
- Write Historian article once a month--due the Friday after the guild meeting.
 - Ask for memories/stories from the past
 - Ask for photos
 - Research past newsletters
- Put together and maintain guild albums.
- Announce/remind during committee reports at guild meetings.

2. Approximate time commitment

- Monthly – time is determined by number of quilts when taking photos of Show & Tell quilts at general meetings.
- A few minutes preparation prior to general meeting to make announcements during committee reports.
- At least an hour or more a month to research & write Historian newsletter article due Friday after general meeting.
- Time to be determined on putting together albums.
- At least a ½ hour or more to organize and e-mail Show & Tell photos to webmaster.

3. Number of members on position/committee.

- One person has been Historian over the years.
- One assistant is helpful

4. If job responsibilities for additional member(s) are different than described in item #1 above, provide summary description of member(s).

- Assistant will step in and take photos when chairperson not available.
- At times she may be asked to write the newsletter article.

5. Forms used, contact information for vendors or service providers, software used, etc.

- Personal digital camera has been used along with camera's computer software for Show & Tell photos.
- Photos are sent to web master via e-mail attachments.
- Historian newsletter articles are sent via e-mail.
- Guild forms used: reimbursement request, budget form

6. Detailed description of tasks/responsibilities (i.e., meeting and newsletter announcements, mailings, cash receipts/disbursements, committee meetings, travel, etc)

- Yearly Tasks
 - Determine budget.
- Quarterly Tasks – None
- Monthly Tasks

- o Take Show & Tell photos at general meetings.
- o Take other photos for albums and newsletter articles.
- o Send Show & Tell photos via e-mail to Colleen
- o Make announcements at general meetings.
- o Research history of guild

7. Financial Information

- Budget set for 2012 at \$100.
 - o for ie: photo copies, thumb drive,
 - o Set up budget for 1st time in 2011 for \$50

8. Transition

- All files should be turned over before January.
- Current Historian could either train last couple of months of the year, or work with the new Historian after the holidays.

9. Recommendations for changing or updating position/committee responsibilities

- Perhaps a guild camera could be purchased for Historian eventually.
- Offer duplicate photos to members at cost with proceeds going to the treasurer for deposit.