

Assistant Newsletter Editor/Historian

Overview of Responsibilities:

The role of the Assistant Newsletter Editor/Historian is to assist the newsletter editor in production of the newsletter, document activities through pictures and other materials, maintain archival records of society materials, and to share these materials with the membership.

Responsibilities:

1. Take pictures at the Annual Meeting and other NCSH functions.
2. Display pictures and society materials of past events at the Annual Meeting.
3. Work with the Newsletter Editor to provide pictures for newsletters.
4. Assist the newsletter editor in the functions of preparing the newsletter as needed.
5. Take photos at the NSH Symposium/Convention if attending.
6. Maintain copies of society materials, including newsletters, pictures, etc.
7. Retain possession of the camera during NCSH related functions. When not in use return the camera to its designated storage location.
8. If not able to attend a function, then designate an individual to take pictures.
9. Perform other duties as assigned by the NCSH President.

Time Commitment during Year:

Will vary depending on the time of the year.

Time Commitment during NCSH Annual Meeting:

Time will be needed at the Annual Meeting to take pictures of various activities as well as to display society materials. Time will be needed during the Awards Luncheon and Annual Business Meeting to take pictures.

Qualifications:

The individual should have been a member of NCSH for one year prior to appointment.

Selection Process:

Qualified individuals will notify the NCSH President of their interest in the position. The President with approval from the other officers will appoint an individual to this position.

Term of Position:

There is no term limit for this position.

Accountable to:

The Assistant Newsletter Editor/Historian is accountable to the NCSH President and Board of Directors. While the Assistant Newsletter Editor/Historian does not have formal voting rights, they are encouraged to give input prior to scheduled meetings or by attending NCSH officer meetings.

Funding:

Funding will be based on the NCSH General Funding Policy. This may include:

- Registration
- Food
- Hotel
- Travel

Vacancy:

If there is a vacancy in this position, a qualified member will be appointed by the NCSH President with approval from the other officers.