

OGGC Standing Committee

Historian

The OGGC Historian is responsible for the following:

1. Oversee OGGC historical information stored at the A. J. Phillips Museum.

It is open on Sunday from 1:00 – 4:00 or by appointment.

- 2 OGGC labeled boxes are located on the second floor, front storage room, middle aisle, near front window, on a chair on the left side. Storage space is very limited.
- Deposit club information/memorabilia such as the yearbook, monthly newsletters, etc. for long term storage.
- Provide the Museum with a copy of the annual yearbook for their office files.

2. Document OGGC events with photos.

Examples include pictures of new members, meetings and speakers, and social pictures of club functions like mini-tours and community service efforts such as plantings at St. John gardens. Find a substitute if unable to attend a function. Submit photos to the President(s), Newsletter Editor, Yearbook Editor and Facebook Administrator.

3. Collect and organize OGGC media coverage and memorabilia when appropriate.

Examples include monthly newsletters, annual update of Dick Johnson's poems, Donations Committee agendas, Garden Tour overview, newspaper articles, OGGC community recognition honors, etc.

Coordinate with various chair people to assemble necessary documentation:

- Donations – final annual agenda/ballot with amounts allocated and photos of new proposals
- Garden Tour - ticket and map, photos of gardens if available, pre- and post- tour publicity, photo of garden bench winner, and tour review/recap summary
- Tour Publicity – copies of pre- and post- tour media coverage/publicity

4. Maintain an inventory of archived material.

Position Requirements:

Regular attendance at club functions and basic organization skills.

Basic photography skills.