

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

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| Job Title | Historian |
| Voting Board Member | No |
| Key Responsibilities | Document the functions of the guild throughout the year. |
| Tasks Prior to Guild Meeting | <ul style="list-style-type: none"> • Collect copies of all newspaper articles concerning the guild • Add items to yearly scrapbook. • Maintain guild camera equipment. |
| Tasks During Guild Meeting | <ul style="list-style-type: none"> • Take photos at guild meetings and other guild functions • Select backup if unable to attend guild meeting. • At September meeting of each year, present President with scrapbook from prior year. Put out for all members to see. |
| Newsletter Articles | Only when necessary usually to solicit photos from other members. |
| Preparation for Board Meeting | <ul style="list-style-type: none"> • Read minutes from prior board meeting and be prepared to submit any corrections. • Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document. |
| Financial Impact – Income | None |
| Financial Impact – Expense | Minor expenses. Examples: <ul style="list-style-type: none"> • Photo processing • Scrapbooks |
| Interfaces with which Other Board Members | None |
| Interfaces with Outside people/companies | None |