

Operation Guidelines Historian

1. Attend general meetings; board meetings are optional.
2. The Historian is responsible for keeping a historical album in a digital format of events and activities for each year. This could be grouping photos by event/date on Flickr or on a USB drive.
 - A. Take pictures of club activities. If unable to attend an activity, notify the activity chairperson that he or she is responsible for taking pictures. Ask them to forward a selection of photos to you.
 - B. Anniversary Dinner in February: It is your responsibility to prepare a digital slide show for presentation at the Anniversary Dinner. Coordinate this with the Anniversary Dinner Chairperson. Contact the current Property Manager to make arrangements to have the projector available. Another option may be to have a selection of photos available for viewing.
3. Maintain a Past President's List including a photo of each president.
 - A. Send a copy of the current President's photo with name and year to the current Webmaster for posting on the website.
4. At the end of each calendar year, create a backup copy of your photos for the current year and President's List and give to current Secretary for archiving. A USB drive will be provided by the club for this purpose.
5. Submit bill for Historian supplies to Treasurer, using a "Request for Reimbursement" form. The budget allocation is established at the January board meeting. Ask the Treasurer for the amount of the current year's allotment.
6. Contact the club president for assistance with any questions not answered in this guideline.