

**Historian
Standing Committee Position
2017-2018**

Summary

The historian takes photos at Club events for use on the website and to prepare a memory book for the President.

Position Requirements

- Medium technical skills
- Ability to take photos and download them for prints or digital use

Responsibilities

Provide photos of a variety of Club activities for online publicity.

Take member headshots at monthly meetings for use in the online Club directory.

Assemble representative photos from the year in a memory book and present it to the President at the June general membership meeting.

Manage costs to stay within the budgeted amount for memory book.

Form a committee if desired to assist with responsibilities.

Solicit photos taken by other members at Club activities and interest group events. Solicitations may be made at luncheons and board meetings, in Weekly Bulletins, and in the Welcome Mat.

Reminders

Expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are responsible for providing training and assistance to the person who will take over their position when the next board prepares to take office.