# Historian

**Standing Committee Position**

**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 computer and technical skills
* Ability to take photos and download/upload them for prints or digital use

# Responsibilities

Obtain and provide photos of a variety of Club activities for online publicity and the memory book.

If desired, ask another member or form a committee to assist with responsibilities.

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

Be prepared to take member headshots at monthly meetings for use in the online Club directory.

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

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

# Reminders

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

The Historian is expected to attend monthly board meetings, which occur 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.