

Historian

The Historian is a volunteer position, appointed by the President with the approval of the Board of Directors. The duties and responsibilities of the Librarian, as designated in the Guild By-laws are: *To keep a record of Guild activities and Quilt Shows.*

Duties occur throughout the year and include, more specifically, the following:

1. To organize and store Guild reports, records, pictures, and other materials considered pertinent to the Guild. Digital materials will be stored on a hard drive in the custody of the Historian.
2. To keep a hard copy scrapbook of annual quilt shows. The scrapbook is to be labeled and placed in storage at the conclusion of each show.
3. To edit, with consent of the President, the collection of documents and other past materials, retaining only those which is recent or pertinent to the working of the Guild.
4. To coordinate with other committee chairpersons or members to obtain appropriate photographs and other materials obtained in the course of Guild activities.
5. Attend monthly Board meetings as needed.
6. To prepare an annual report for submission to the President that summarizes the activities of committee as well as concerns and recommendations. The report should be submitted before June 1.
7. To collect all annual reports from the President to be stored on the hard drive.

Last Update – April 2024