

HISTORIAN
Job Description
2015-2016

Collects HSC information throughout the year and maintains historical log and scrapbooks. Takes pictures at all functions; posts some on bulletin board at Soundside Club. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to 1st Vice President.
2. Attends all Board Meetings and all other regular or special meetings of the HSC.
3. Attempts to be available as the official HSC photographer at functions. If unable to attend functions, designate an official photographer ahead of time and sure the event POC is aware of whom she will be (i.e., notify the Helping Hands chair, Auction chair, Volunteer Coordinator, Programs chair, etc.)
4. Collects pertinent information throughout the year for the HSC President and Honorary Presidents' scrapbook. At year end, compile scrapbooks for the President and Honorary Presidents.
5. Submit a name-labeled picture of that month's newcomers for *The Sound* via the Publicity Chairman by the first Tuesday of each month.
6. Work with the Publicity Chairman for photos to accompany news releases.
7. Work with Charity Chairman to photograph charitable donations (i.e. Charity Chairman/HSC President giving a contribution/large check to A&FRC).
8. Submits a monthly written report via e-mail to the Secretary by 12:00 noon Friday before the Board Meeting. If report is not submitted by e-mail before meeting, please bring copies to the meeting for all Board Members. Report should include details of activities for the month. It also lists all income and expenses for the month.
9. Contact the 1st Vice President by 5 PM Monday before the Board Meeting with items you wish to place on the Agenda.
10. Inform the Publicity Chairman, by the 20th of each month, of any information to be included in the Sound newsletter or on the website.
11. If any expenditure is incurred, Historian submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
12. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the Budget Review Meeting.

13. For historical data and continuity of information, Historian also submits a separate “After Action Report” to the President, 1st Vice President, and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. how was scrapbook created, which company was used, any special information that would make future projects easier).
14. Review and revise your job description. Submit your revised job description to the Parliamentarian by the December Board Meeting.
15. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
 - a. The Active Board Notebook holds the following information for the current Board year’s activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentarian Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.
 - b. The Board Historical Notebook holds the following information for the past years’ activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).
16. Contact the chairperson filling the job for next year’s Board. Set up a time to meet before the May Board Meeting. Explain the procedures of your job thoroughly and turn over all books and paperwork. Attend May’s combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
17. Thank you for volunteering and have a great year!

(Revised 02/16)