

Newcomers of Central Florida, Inc.
Job Description of
Historian Chair

The Historian Committee is a Standing Committee for Newcomers of Central Florida, Inc. The Chair is a member of the Executive Committee.

By-laws description of duties:

The By-Laws contain no specific descriptions of duties for Committees. General information on Committees is included in Article VIII: Executive Committee and Article IX: Committees.

Description

The **Historian** maintains the photographic history of the Newcomers of Central Florida, Inc., taking photographs of Club activities and preparing the annual Scrapbook for the President.

If needed, a Co-Chair may be appointed by the **President**.

The **Historian** is expected to attend monthly Board Meetings and Luncheons.

Basic Job Functions

Take photos at all Luncheons, Board Meetings when needed, and as many Special Interest Group activities as possible

If unable to attend a function, arrange for someone to take photos

Historian should ask for another person to be her backup all year

By the Saturday after each monthly Luncheon, email photos to Chatter Editor

Prepare a Scrapbook for the **President**. On a regular basis, update photographs and pages for the Scrapbook, which is presented to the **President** at the Installation Luncheon in May

Scan and stitch each 12 x 12 Scrapbook page and upload them to the Newcomers website

Assist **Membership Chair** by providing photographs for the Membership Directory

Assist **Webmaster** by providing photographs for the Newcomers website

At the May Board Meeting, submit to the **Treasurer** a preliminary budget for the next fiscal year, covering the cost of supplies such as camera memory cards and scrapbooking supplies

At the May Board Meeting, submit a report to the Board summarizing the year's activities

Requirements

Ability to take great photographs

Experience with scrapbooking, both in print and electronic formats

Computer, printer, and email

Note: This job description is not intended to be all-inclusive.

Position may perform other related duties as required to meet the ongoing needs of the Club.

Revised: January 1, 2014