

QUILT GUILD BY THE SEA
HISTORIAN JOB DESCRIPTION
Updated January 2017

The Historian is responsible for keeping and safeguarding the history of the guild. This involves keeping digital copies of:

- Newsletters
- Photos
- Articles about the guild
- Awards from outside organizations

Lists of:

- Officers
- Programs
- Workshops
- Other significant event

These should be backed up to some external source to ensure no information is lost in cases of a computer crash.

(FROM SARAH)

Keep these records:

- Officers for the current year
- List the program and speaker for each meeting
- List of the workshops and teachers
- Notations of any updates and/or changes to the Bylaws and rules and regulations