

HISTORIAN

The chief function of the GAWN Historian is to collect, retain, and manage all records that require retention and ensure they are stored in a digital format. Attendance at all luncheons and board meetings is expected.

MONTHLY LUNCHEON MEETING

DURING:

- Collect any information to be retained or digitally archived.
- Assist guests and members with introductions.
- Provide assistance as necessary.

MONTHLY BOARD MEETING

BEFORE:

- Prepare a report of all documentation that has been collected and archived. Submit report to Chair by the Sunday before the meeting.

DURING:

- Collect any records that require retention or digital archival. Request that records be sent in electronic format.
- Take minutes if Secretary is unavailable.

AFTER:

- Ensure the following has been uploaded: monthly meetings and special events in the GAWN archive. Records may include photographs, newspaper articles, board minutes, budgets, financials, projects, presentations, information regarding sponsored activities, or recognitions of the membership.
- Complete any action items from the board meeting.

OTHER ANCILLARY DUTIES

- Ensure that records are as complete as possible. When appropriate, seek historical information from past board members.
- Review Historian job description and duties and update as necessary before end of term.