

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.

AFTER:

- Organize and upload records of 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.
- Maintain and update Google Drive folder containing all necessary orientation materials needed by Vice Chair.
- Keep spreadsheet on drive of prior speakers and spotlight winners.
- Review Historian job description and duties and update as necessary before end of term.