

Historian/Archivist (Appointed)

Term: One year

Time Required: 2-4 hours per month

Responsibilities:

- Collect and archive the records of the Branch, including but not limited to:
 - Articles of Incorporation and charters
 - Bylaws and policies
 - Minutes of Board and general meetings
 - Budgets, audits, and financial reports
 - Legal documents
 - Strategic plans
 - Membership lists
 - Lists of Branch leadership positions
 - Lists of recipients of Branch awards and honors
 - Lists of scholarship winners
 - Organizational charts
 - Newsletters
 - Relevant clippings and other media
 - Job descriptions
 - Photographs of Branch events
 - Audio-visual recordings of meetings and events
- Keep track of activities and update the Operations Manual as needed

Qualifications:

- Excellent organizational skills
- Knowledge of Branch operations and history
- Knowledge of or ability to learn about digital archiving (i.e., Google Drive)