

## **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

### **Qualifications:**

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