

HISTORIAN

April 2005

Role: To keep a written and pictorial record of important and interesting Fellowship events.

Responsibilities:

- Maintain a descriptive written record of key Fellowship events.
- Maintain a file of photographs of Fellowship events solicited from members who have taken pictures or taken by the Historian for this purpose.
- Make information available for newsletter articles as requested.
- Make information available for Executive Board or committee use.
- Make information and pictures available for bulletin board features.
- Attend Executive Board meetings as needed.
- Provide information about activities for Executive Board meetings as needed.
- Review monthly Executive Board meeting minutes for historical information.
- Recruit committee members as needed (optional).
- Schedule and facilitate committee meetings as needed.
- Submit historical information to the Fellowship Administrator for the newsletter by the 15th of each month.
- Make Sunday announcement as needed.
- Submit announcements for the Sunday bulletin by noon on Thursday as needed.
- Communicate with other committee chairs as needed.
- Submit expenditures to the Treasurer within 30 days.
- Participate in the end of year evaluation of Executive Board activities.
- Orient new Historian as needed.
- Transfer materials to new Historian as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.