



Mountain Garden Club Position Description Form

Position Name

Historian

Date Created: Jan 18, 2010

Form Creator Name: DD Warren

Home Phone: _____

E-Mail Address: _____

Committee Name: (If Applicable)

Position Overview:

The Historian is responsible for archiving the materials that have been produced by the club in order to document our history. The primary documents that are generated by the club on a yearly basis are the Scrapbook and the Press Book (a copy of the Yearbook is contained within the Scrapbook). Any other items of historical significance such as: old photos, membership rosters before the Yearbook was implemented, etc. may be included in the items to be stored. The Historian is responsible for storing these items in an ordered fashion and make them available to club officers and members for reference upon request.

Skills/Abilities/Other Requirements:

1. Must have a good sense of organization
2. Must have access to an area that the above referenced items may be stored for a long period of time

Essential Position Functions:

Print Form

Rev. POS11/04-01