

Operation Guidelines  
Historian

1. Attend general meetings; board meetings are optional.
2. Maintain possession of all historical albums or, if albums are in the archives, know where to retrieve them when needed.
3. Keep an historical album of club events and activities for each year.
4. Take pictures of club activities. If unable to attend an activity, notify the activity chairperson that he or she is responsible for taking pictures. If necessary, provide a camera to the chairperson.
5. Bring a random selection (or all) of the albums to the Anniversary Dinner in February. Suggestion: contact the Anniversary Chairperson to determine which albums to bring.
6. Submit bill for Historian supplies to Treasurer, using a "Request for Reimbursement" form. The budget allocation is established at the January board meeting. Ask the Treasurer for the amount of the current year's allotment.
7. Contact the club president for assistance with any questions not answered in this guideline.