2/6/2022

**STANDING COMMITTEE: HISTORIAN**

TERM: 2 years

Changes to Job Description due to Covid-19 pandemic and the inability to hold in-person meeting:

All jobs described below that are in *italic font* are suspended until in-person meetings can occur again. Jobs that are unaffected by the inability to meet in person or are new due to inability to meet are **bolded**.

The Historian shall:

* **Maintain existing historical records of Santa Clara Valley Quilt Association (SCVQA), both physical and electronic;**
* [For in-person meetings] *Be responsible for photographing monthly Show and Tell and guest speakers at the general meetings;*
  + *Coordinate with the Webmaster to post photos on the Web;*
  + *Coordinate with the Newsletter editor for inclusion in The Valley Quilter*
  + *Requires access to a digital camera with a minimum 4 megapixels;*

[Covid note] Although there are still show-and-tell events, those quilt images are being collected on Instagram. The images on Instagram are very low resolution and there is no practical way to extract images from Instagram so the images in the Newsletter will fill this role for now.]

* **Collect and archive records of SCV events including by not limited to;**
  + **Monthly Board meeting minutes**
  + **Event photographs**
  + **Newsletters**
  + **Biannual Quilt Show Brochure**
  + **Rosters**
  + **Newspaper and magazine articles pertaining to SCVQA**
  + **Treasurer’s reports**
* **Seek out historical papers and items relevant to SCVQA that are not currently in our archives**
* **Continue the process of transferring all photo albums and other paper documents to electronic archives**
* **Attend monthly Board meetings;**
* **Keep an accurate record of expenses;**
* **Present a budget to the Treasurer for your position/committee for the following year by August first.**