

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: HISTORIAN

TERM: 2 years

The Historian shall:

1. Maintain historical records of previous Santa Clara Valley Quilt Association (SCVQA) meetings and events.
2. Collect new information of both old and new SCVQA activities from event coordinators.
3. Have the necessary qualifications:
 - a. Able to pick up and carry 30 pound boxes
 - b. Have storage room in your home or garage for 5 – 10 boxes, most of which are 10”H x 12”W x 16”D
4. Collect available records of SCVQA events including but not limited to:
 - a. Pictures
 - b. Old newsletters
 - c. Old rosters
 - d. Old publications
 - e. Articles in magazines or newspapers
5. Seek out historical papers and items relevant to SCVQA that are not currently in our archives.
6. Begin the process of reorganizing and cataloging our current collection. Begin the process of digitally archiving our current historical collection by the use of scanners and digital photography.
7. Attend monthly Board meetings.
8. Keep an accurate record of expenses.
9. Present a budget to the Treasurer for your position/committee for the following year by August first.

Written 2006