

Maxwell-Gunter Officers' Spouses' Club

Historian

Job Description

(Reports to 1st Vice President)

- Read and comply with MGOSC Expectations for All Board Members.
- Acquaint yourself with location of prior year's scrapbooks.
- CC 1st Vice President on all e-mail correspondence.
- Take pictures at monthly socials, special events, and other events as deemed necessary by the President.
- Provide pictures to The Briefing editor, Facebook representative and Webmaster each month.
- Upload photos to "Historian" file on Dropbox each month (labelled by year month...e.g. 2015 08).
- Make one scrapbook of the year for historical purposes (completed by June 30th). Make one for Honorary President when he/she departs (this might be a two-year scrapbook). Ask current President if he/she desires a scrapbook. If so, make one before June 30th.
- Store scrapbook in MGOSC Storage Room (in Historian bin).
- Acquaint yourself with location of prior year's scrapbooks.