



## SDCWA JOB DESCRIPTION

<b>POSITION</b>	Historian
<b>REPORTS TO</b>	2 <sup>nd</sup> Vice President
<b>JOB DUTIES</b>	Responsible for taking event pictures or scheduling someone to take pictures at all events including the annual holiday luncheon, CNY Dinner, and year-end awards luncheon. Post photos online.  Prepare a photo album at the end of the club year.
<b>TIMELINE – SDCWA calendar year – July thru June</b>	
<b>Monthly meetings and special events</b>	Take photos at monthly meetings and special events. Post photos online.
<b>Year-end</b>	Create photo album of year long activities and special events.  Confirm with Treasurer as to amount budgeted for this position.
<b>PROCEDURE BOOK</b>	<ul style="list-style-type: none"><li>● Maintain a procedure book to be passed on to incoming chair.</li><li>● Update at end of term with step-by-step instructions; electronic files, sample documents.</li></ul>