SDCWA JOB DESCRIPTION

POSITION	Historian
REPORTS TO	2nd Vice President
JOB DUTIES	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.
TIMELINE – SDCWA calendar year – July thru June	
Monthly meetings and special events	Take photos at monthly meetings and special events. Post photos online.
Year-end	Create photo album of year long activities and special events. Confirm with Treasurer as to amount budgeted for this position.
PROCEDURE BOOK	● Maintain a procedure book to be passed on to incoming chair. ● Update at end of term with step-by-step instructions; electronic files, sample documents.