

# Jardineros de Placitas

## Job Description - HISTORIAN

### **BYLAWS REFERENCES:**

#### Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

#### Article IX

Sec. 1: There shall be the following Standing Committees: Benevolence, Community Service, Constitution and Bylaws, History, Refreshments, Membership, Nominating, Program, Website, and Yearbook.

Sec. 5: History. The Historian shall keep a record of the events and activities of the Club and prepare an annual Club scrapbook. She/he shall also prepare a commemorative album as a gift from the Club to the President.

**STANDING POLICY REFERENCES:** None

### **GENERAL DUTIES:**

A. It is the responsibility of the historian to:

- Have photos taken at each Club meeting. If unable to attend a meeting, make arrangements for someone to perform this duty.
- Contact committee and interest group chairs to get photos from their meetings and events.
- Prepare a scrapbook of the year for the Club to retain.
- Make an additional scrapbook for the President to keep.

B. The historian attends all Jardineros board meetings and performs such other duties as are assigned by the Board or the President.

Updated September 2013