



Valley Quilters Guild

Historian Duties

HISTORIAN SHALL:

1. Keep an ongoing permanent record of Guild activities.
2. Photograph important Guild sponsored events (such as the annual fair booth, potlucks, retreats, or any other notable function).
3. If unable to attend a meeting and take photographs, designate someone to take photographs. Notify the President of replacement.
4. Gather photos or news articles of Guild related events.
5. Maintain past records of the Guild in a safe manner.
6. Maintain a list of Guild and committee inventory in a binder stored in the Guild library and/or on the guild website.
7. Provide a Program once a year at a membership meeting.
8. Be responsible for all guild property not inventoried by specific committees. She/he will work closely with the President to maintain an up-to-date inventory, schedule and sign out sheets.
9. Arrive at the membership meeting at least 30 minutes prior to the social hour; 6:00 p.m. general membership meetings and 5:30 p.m. special membership meetings (May, Jul, Oct, Nov).
10. Attend all Board meetings, as she/he is able.
11. Be familiar with the Guild's current Bylaws and Standing Policies.
12. Schedule and maintain a list of all Guild property used off site.
13. Label all VQG property held off site as property of VQG and provide to the guild secretary contact information for a guild member designated to retrieve the property in case of an emergency, or as needed by the guild.
14. At the end of her/his term of office, pass on to the new Historian all information regarding Historian duties and activities of the Guild.