

TH&SG Historian Job Description

HISTORIAN'S ROLE (for the Handbook): Historian is responsible for assembling official reports, meeting minutes, photographs of events, and all materials relating to guild functions. A compilation of Guild records is given to the Library at the end of each Guild year.

Historian Job Description:

The Guild Historian collects, solicits and organizes documents and other items related to Guild history and compiles this material in a hard copy permanent binder* for the Guild Library.

DUTIES

Attends THSG Board Meetings;

1. Distributes folders to Guild officials and leaders to help collect history;
2. Frequently solicits history items and reminds members to turn them over;
3. Organizes signed copies of official reports received from Guild officers (President, Co-President, 1st and 2nd Vice Presidents, Secretary, Treasurer, Standards), e.g., Board and General Meeting Minutes, Annual Budget & Final Financial Report, correspondence and similar items suitable for history file;
4. Receives materials from the Workshop Chair, e.g., workshop descriptions and announcements, biographical notes or CV on instructors, photographs of workshops or products, and other suitable materials;
5. Receives materials from Study Group Leaders, e.g., annual work plans, photos with names and explanatory captions, a summary of the year's study group activities, appropriate correspondence and related materials;
6. Receives materials from the Workshop Chair, e.g., workshop descriptions and announcements, biographical notes or CV on instructors, photographs of workshops or products, and other materials suitable for history file;
7. Prints materials that are only available in electronic form, i.e. Handbook, bylaws, membership list, photographs, and so forth;
8. Clips newspaper and magazine articles about THSG and THSG members for history binder;
9. Takes photographs for the historical record, i.e., Board in session, meetings in progress, special events like potluck and celebrations, etc.;
10. Solicits copies of photographs with captions from workshop attendees;
11. Compiles material received and collected into a permanent binder* at the year's end for the Guild Library.

*According to recent Board discussions, the Board wants both a permanent hard copy binder and a CD prepared in future years. (This should be verified.)