



## Job Description HISTORIAN

**Mission:** To create a notebook and photo gallery that documents all Council programs and events.

- Attend monthly Board of Directors meetings.
  - Attend and participate Council General Meetings. Meetings occur on the 4<sup>th</sup> Monday of the month. The President will give you a yearly calendar at the first council meeting.
  - If able, attend Region 6 Conferences, PTA and The Law and Convention.
  - Is familiar with the WASTATE PTA Bylaws, Council Standing Rules, Council Procedure Manual, budget and programs. Specifically Committee Chair Policy.
  - Supports the decisions of the board, despite any personal feelings you might have, once the board has voted, you are ethically obligated to support that decision.
  - Maintain confidentiality of the Board's sessions, speak for the board or organization only when authorized to do so.
  - Prepares a budget for Historian committee (if applicable) and submits it to the Board of Directors for their approval.
  - Document all in-kind donations.
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- Keeps records needed for WASTATE awards. Works with officers and committee chairs to gather documents needed.
  - Arranges for photos to be taken recording all Council events throughout the year. Works with website chair to post photos on website.
  - Works with committee chairs to gather programs/flyers/brochures etc. for record.
  - Creates a Council display board for the Recognition Event.
  - Works with incoming and outgoing Executive Committees to prepare and year in review slideshow for Spring Dessert.