

JOB DESCRIPTION – HAAQG BOARD CHAIRS

Title: Historian

Duration of Job: One Fiscal Year (June to May)

Average Number of Hours Per Month: 10

Last Updated: February 2010

Description of Committee Function – please be specific:

- Attends Board meetings. (when appropriate)
- Holds and maintains records and mementos of Guild.
- Takes pictures during membership meeting.
- Prepares scrapbook of year for Guild – Library will keep all books.
- Arranges a backup to perform duties in case chair is not able to perform duties.
- Maintains camera and supplies