

# Historian

## Job Description

### BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

#### Article 6 Officers and Their Duties

##### 6.01 President: The President shall:

- (p) Appoint, with Board approval, a chapter Historian.

---

##### The Historian shall:

- 1) Take photographs at Chapter meetings, social events and volunteer work;
- 2) Compile photographs and other documentation of chapter events throughout the President's term in a book known as the President's Book;
- 3) Make two (2) copies of the book: one for the President, one for the chapter;
- 4) Present the book to the outgoing President at the June meeting following the President's term;
- 5) The President's Book should:
  - a. Contain both visual and written accounts of people and activities;
  - b. Include photos and identification of Board members and committee chairs;
  - c. Serve as a "time capsule" to reflect the many facets of the chapter;
  - d. Reflect the changes and growth of the chapter, the participants involved, and a wide range of chapter activities;
  - e. Include the year's roster of member names only. All member personal information (phone numbers, addresses, email addresses) will be omitted.
- 6) Technology skills required: digital photography and photo printing, MS Word, computer scanning.