

## **Historian/Yearbook**

The Board of the University Women's Club has an opening for the position of Historian effective May 4, 2021 - May 2022.

The ideal candidate should be someone who enjoys photography, has her own equipment and is familiar with digital platforms.

The Historian photographically documents all UWC events, requests photographs from events she is unable to attend, submits pictures for Messages and compiles a book of the year's activities. A hard copy of the annual book should be transferred to the archives when so agreed to by the board.

The Historian also collects the annual reports from all Board members, the minutes of meetings throughout the year, and the treasurer's reports, and prepares them for inclusion in the archives. They should be transferred to the archives (in the Norlin Library) when agreed to by the board.

It is noted that reviewing the material in the archives is a complex task, so the materials should be kept on hand for a few years.

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