



GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

Appointed Position: **Historian**

Purpose: The Historian holds the repository of the GCMGA archives which consists of scrapbooks and electronic media. The Historian is responsible for collection of data during the current year and adding to the archives.

Responsibilities:

1. Identify data which may be of historical interest to GCMGA Board and Members to add to the archives.
2. Take photographs at GCMGA events.
3. Attend General Board Meetings and provide report.
4. At conclusion of term, transfer the repository to the incoming Historian and provide guidance as needed.

Procedures:

1. Collect and maintain copies of published articles and photographs of GCMGA meetings, activities and projects and post on GCMGA website as requested.
2. Post said articles and photographs in a scrapbook or electronic format by calendar year.
3. Provide copies of photographs and/or articles, in proper format, to the website and other media as requested.
4. Request photographs to be taken by other GCMGA photographers if unable to attend a meeting or other function and provide for collection of these photographs.

Follow-Up:

1. Ensure photographs and articles are available for the monthly meetings, activities and projects.
2. Provide a slideshow summary of the year's activities at the November meeting.

Issued: September 1, 2013

Amended: