

MNC-PAUMCS Job Description

HISTORIAN:

The Historian shall:

- maintain in a neat, organized manner the historical records of the organization.
Historical refers to non-current records more than 3 to 5 years old;
- file the copy of each informational packet given as a handout to persons attending the Annual Meeting and the Retreat;
- arrange (with the Executive Committee) to have someone with a camera designated to take pictures at the Annual Meeting and the Retreat;
- serve on the Executive Committee and be available to research past records if requested.

Rev. 06/1/17