



History and Archives Chairperson -- Job Description

- I. The History and Archives Chairperson understands and promotes the historical traditions of the Guild, as well as promoting current and new history to be created in an innovative manner.
- II. Assists the Librarian in maintaining the historical records of the Guild.
- III. Researches topics and data of interest to present to the Guild.
- IV. Assist the board with updating Policies and Job Descriptions.
- V. Give updates about guild activities to the Social Media Chairperson, as needed.
- VI. Give updates for the guild website to the Webmaster, as needed.
- VII. Orient a successor.

Revised December, 2021