

Concord Piecemakers Job Description

Historian

The Historian is a member of the executive committee and shall attend all board meetings.

The historian is the keeper of the archive of the guild, keeping all the boxes/containers of all guild information at his/her house.

The historian creates a scrapbook for the season (June 1 to May 31) which contains the following:

1. Photos of the meetings, including speakers, in-house programs, show and tell and parties
2. Photos of special events, such as the quilt show, yard sale, quilt-a-thon, and getaway weekend.
3. The yearbook of the season and a list of all updates to it which occurred during the season.
4. The year-end reports compiled by the Secretary, which had been submitted by the committee chairs, minutes of regular meetings and board meetings.
5. Other information pertinent to the season including quilt show flyers and programs, yard sale flyers and bookmarks and newspaper clippings.
6. Other information pertinent to the guild, such as the job descriptions of all executive and committee positions, yard sale and quilt show chairperson positions (with the date of the update).