

Concord Piecemakers Job Description

Historian /Member-At-Large

The Historian/ Member-At-Large is a member of the executive committee and shall attend all board meetings. This position may be shared but is allowed only one vote at Board Meetings.

1. At the end of the year, the Historian/ Member-At-Large is responsible for copying all the Board meeting minutes onto the appropriate storage device, labeled with the year, for the Archives.
2. Historian/Member-At-Large shall develop and maintain a list of guild-owned items with the assistance of the Executive Board and other guild members. This inventory shall be saved along with other guild archives.
3. At the end of the year the Historian /Member-At-Large is responsible for collecting and compiling End of Year reports from all officers and Committee chairs. The Historian /Member-At-Large will copy these reports onto the appropriate storage device, labeled with the year, for the Archives.

Revised December 2023

