

## University of Minnesota Women's Club--Historian Job Description

- The Historian is a one-year office holder appointed by the President. She attends meetings of the Board of Directors and throughout the year, collects information that documents the work of club officers, committees, and interest sections, especially as related to changes in policy and procedures.
- Currently, information dated 2006-2007 and later is being kept in the club's McNamara office. Earlier information has been sent to the University of Minnesota Archives, where it will be available in the reading room to club members and the public. The Historian keeps a record of all documents sent to the Archives. In the future, items will be sent every three years, beginning in 2020.
- The Historian keeps a record of archived materials and helps other members find items of interest as needed. Types of collected materials in the archives or in the McNamara office are listed. Club members producing these items should send the Historian one copy of each as soon as it is produced:
  - ✓ Annual directories
  - ✓ Newsletters
  - ✓ Board meeting minutes
  - ✓ Brochures, pamphlets and other items to recruit members
  - ✓ Job descriptions
  - ✓ Items of historical value (extra copies may be kept at McNamara)
  - ✓ Obituaries of deceased members and spouses (Kept in a separate folder entitled In Remembrance and marked with the fiscal year dates.)
  - ✓ Photographs
  - ✓ Annual reports of Treasurer, Scholarship Committee and others, including interest sections
  - ✓ Report of Big Ten Women's Club meetings, if held that year
  - ✓ Other items of interest as determined by the Historian
- Before each board meeting, the Historian submits a written report electronically to the Recording Secretary, if there is new information to report.
- Before the June meeting, the Historian gathers annual reports from section chairs and board members to produce the Historian's annual report, which covers the entire club. Newsletters and Board meeting minutes are valuable sources for this summary report. This report captures significant changes such as the addition or deletion of Sections, increase in dues or Conversation Lunch cost etc. The report is kept in a folder entitled **Highlights of (fiscal year dates).**

**Note:** Out of pocket expenses related to the job may be reimbursed. Send the request for reimbursement along with receipts to the treasurer.

Reviewed by Liz Grimmer, June 2023