

Magic Valley Gem Club Historian Job description:

Note: No individual member may encumber, commit, charge, or in anyway make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting. All expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club Historian

Reports to: President, Executive Board, and General membership

Job Overview:

Keeps records of the MVGC historical information and houses important items and paperwork.

Shares information with club members by: Submitting articles for the Gem News.

Compile a history written history which can be shared and preserved.

He or she takes on the assignments as given by the President or Executive Board.

Work with club members to accomplish the assignments.

Includes the following: Finding out the needed information and sources,

Do whatever correspondence the Club needs done in relationship to the assigned project.

Make and maintain a list of contacts with each of the Projects.

Duties:

Keep a written history of the club. Maintain and store documents and information which has important meaning to the Club.

Get information from Club members such as personal histories, fun activities that they were a part of.

Provide articles to the Gem News Bulletin monthly. Perhaps a title like "And that's the way it was" for an on going series of articles. (250 to 500 words for each article)

With help convert the printed media into electronic media once you get it organized.

Help is available in this work, just ask for help.

Do whatever correspondence the Club needs done in relationship to the assigned project.

Make and maintain a list of contacts with each of the Areas project.

Many State and Federal agencies have lists they maintain about service activities in the area..