

# ***Historian***

## **POSITION SUMMARY:**

Reporting to the Publications Director, the Historian serves as the association archivist. This person is responsible for collecting, organizing, storing, and maintaining association records.

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1. Identify and collect all media publications documenting association activities throughout the year
2. Produce an annual scrapbook of WSA activities
3. Collect, organize, and store WSA archives and official records
4. Maintain an active records retention and discard schedule in compliance with Federal, State, and association guidelines.
5. Document and keep current all policies and standard operating procedures related to the Historian's position.
6. Collect year-end data from each Board member to document the year's activities.
7. Submit an annual report of activities to the Board by December 31 of each year.
8. Attend general meetings and participate in all WSA-sponsored activities, as appropriate.

## **GENERAL QUALIFICATIONS/EXPERIENCE:**

Current membership status. Detail oriented.

## **POLICIES:**

1. Use space as efficiently as possible
2. Review and purge records and lockers contents annually
3. Arrange files for consistency, for reducing duplication and for ease of compliance with retention guidelines
4. Keep records retention schedule current
5. All photographs should include the following information on the back:
  - Photographer's name
  - Who is pictured
  - Where and when photo was taken
  - WSA Activity involved