

TWGA Historian Job Description

This position is appointed by the President. The Historian maintains and preserves the historical records of TWGA by collecting new information about the organization including (but not limited to) photographs and publications. She may appoint one or more individuals, the Historical Committee, to assist.

The primary role of the Historian is to:

- Attend all Association meetings.
- Take photos and/or solicit assistance from others in taking photos at all events: Board meetings, tournaments, championship, Representative meetings and annual luncheon.
- Forward relevant digital photos and documents to the Web Master for inclusion on the TWGA.org webpage.
- Create displays, slide shows, etc. highlighting the past season(s).
- Present a yearend report at the annual luncheon.
- Facilitate storing all of the collected photos and assorted documents on an external backup device dedicated to TWGA.

Notify Sunshine representative of any member who is ill so a card can be sent. Include member's address in email.

Review job description once a year and update it if necessary. Submit it to the President and Secretary and store with other TWGA business.

Perform other duties as required.

Optionally: a Digital Historian may be part of the Historical Committee and will collect and digitally store association documents and correspondence. These documents may include: meeting minutes, job descriptions, rosters, tournament and award winners as well as any other documents deemed to be meaningful in relating association history.