

Longmont Genealogical Society

Job Description and Procedures

Job Title: HISTORIAN - Appointed, Standing Committee, Board Member

Job Description: As per Bylaws

Web Site: longmontgenealogicalsociety.org

Job Responsibilities

1. Serve as custodian of all Society records and files which are no longer needed by officers and chairs.
2. Maintain the Society scrapbooks.
3. Provide year-end report to Procedures Chair via email for distribution.
4. Turn over materials and information pertaining to your office to successor.
(Note The current and recent Historians have not been able to keep all the old records, and several people have various items. Storage was offered temporarily for all the old records by Mary Heddles. Commercial storage is expensive and the officers have not found a suitable permanent answer to the problem yet.)

Procedures:

1. Maintain Records File:
 - a. Keep minutes for five years
 - b. Keep officer and committee reports for five years
 - c. Keep one copy of each Quarterly in a permanent file
 - d. Keep extra copies of each Quarterly for two years
2. May photograph meetings, speakers and special events for scrapbook
3. Collect and preserve all items of historical interest to the Society
4. Send photos to Diana Ornstead for the LGS Facebook page.
5. Email the Procedures Chair the year-end report for distribution to the President, Secretary and Historian

Records File:

1. Auditor's and Treasurer's reports
2. Incorporation papers
3. Minutes of meetings
4. Quarterlies
5. Officer and Standing Committee reports
6. Historian currently keeps a yearly binder of paper copies of board member reports, publicity ads of meetings, etc. Another Binder holds the photo record of the monthly LGS meetings with guest speakers, and of other LGS activities such as the LGS presence at the two local cemeteries at Memorial Day week-end, garage sale fund raiser, etc.

Further details may be obtained from your predecessor.

Revised 1995, 1997, 2010, 2011, 2013, 2015, 2017, 2018