

Gulf States Quilting Association

olicies and Procedures

Historian

Policy Statement

The Historian shall secure, maintain and coordinate the circulation of materials appropriate for educational programs to guilds and/or members in consultation with the Board of Directors; shall store and maintain past archives of the organization; collect and add current memorabilia; compile and write the history of the organization during her term of office; maintain the inventories and location of all the property of the organization; keep a permanent file of all materials, supplies and reports pertinent to her office to be transferred to her successor.

Procedures/Standards and Roles & Responsibilities:

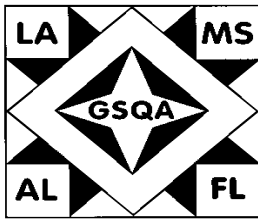
1. Secure a climate-controlled storage facility with at least two keys to the lock – one for the Historian and one for the President.
2. Maintain an orderly, properly marked storage of items in this facility.
3. Maintain an inventory of contents of storage facility and a master list of Board approved purchases.
4. Maintain a chronological inventory of all Quilt Talk issues.
5. Maintain a chronological listing of Board Members of the organization.
6. Maintain all photographs in an orderly manner. Photographs should be furnished by board members and properly identified in an album.
7. Author a written history of GSQA using documentation on record in storage facility.
8. Update and notify Media Director of changes to the historical information button on the website.
9. Maintain updated Policy and Procedures Manual and furnish appropriate revisions to board members.
10. Prepare name tags for all board members as needed.

Policy History

Original Date: June 2009

Reviewed: August 2016

Approved: September 2016



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