

# Chair, History Committee (Historian)

## Summary of Job Responsibilities:

The chair of the history committee is responsible for the provision, care, and management of a permanent collection of information that preserves Women's Choral Society's past and allows others to discover it. This position maintains a record of all concert recordings, newspaper items, posters, flyers, programs, pictures, and so on. She incorporates them into a scrapbook and/or into electronic files as appropriate.

## Duties/Tasks:

- Evaluate, select, retrieve, and arrange printed and recorded materials that pertain to WCS.
- Add to scrapbooks or digitize for electronic storage.
- Preserve and store scrapbooks and video recordings; back up electronic storage.
- Oversee digitizing of older media forms.

## Helpful Skills:

The chair of the history committee must work independently, with great attention to detail and diligence in tracking local media outlets for appropriate materials. This position requires such organizational skills as filing, planning, prioritizing, and managing resources.

## Time Commitment:

The time commitment varies because this person must constantly be alert to possible sources of media pertaining to WCS, especially before and after concerts. Following each concert, time is spent in collecting the program and recordings.

## Appointed Position:

The president appoints this position.