

HISTORIAN

2009-2010

FUNCTION: Collects articles and pictures to make a scrapbook for the outgoing Honorary President, Honorary Vice President, President and one scrapbook for OSC files. The coordinating officer is the 2nd Vice President.

DUTIES OF THE OFFICE:

- A. Compiles scrapbooks and displays as needed:
 - 1. Keeps a file, folder or envelope to hold collected articles and pictures for each scrapbook.
 - 2. For each scrapbook, collect articles from the Desert Breeze, Gunfighter, and any other source. On the back of each article, put the name of the paper and date the article was printed.
- B. Take pictures at every OSC function and any applicable base function.
 - 1. Be responsible for the OSC camera.
 - 2. Label all pictures taken or any received from the Desert Breeze Editor: names, occasions and dates.
 - 3. Make a scrapbook or collage of excess pictures for a display at monthly functions.
 - 4. Any excess pictures can be given to people at the end of the Board year.
 - 5. Save negatives (labeled) in a negatives box for possible future use.
- C. Monitors and expenditures and ensures conformity with the Historian's budget with the assistance of the Administrative Treasurer.
- D. Maintains a file notebook to be given to his/her successor in May which will include:
 - 1. Current OSC Constitution/Bylaws/Policies
 - 2. His/her job description
 - 3. His/her board reports
 - 4. Board meeting minutes

DUTIES OF ALL MHOSC BOARD MEMBERS

- A. Attend all regularly scheduled MHOSC Executive Board meetings.
 - a. Notify the President as soon as possible if you will not be able to attend.
- B. Submit a report to the Recording Secretary via e-mail no later than the Friday before the Board Meeting.
- C. Submit any Agenda items to the President no later than the Friday before the Board meeting.
- D. Print out the packet of reports e-mailed by the Recording Secretary prior to the meeting, and bring them to the meeting for reference.
- E. RSVP for Board meeting Childcare no later than the Friday before the meeting
- F. Maintain an active list of all expenses their position accrued throughout the year (copies of Treasurer Vouchers are also acceptable)
- G. Turn in all expense receipts in a timely manner to the appropriate Treasurer, using the Vouchers provided by the Treasurers.
- H. Update job description as necessary and submits the revision to the Parliamentarian no later than the January MHOSC Executive Board meeting.

- I. Write an after-action report for all events they chaired throughout the MHOSC Executive Board year.
 - a. One copy shall be maintained in their file notebook
 - b. One copy shall be given to the President
 - c. One copy shall be given to the Parliamentarian
 - d. One copy shall be given to the appropriate overseeing Vice President.
- J. Write an after-action report for their MHOSC Executive Board position at the conclusion of their term.
 - a. One copy shall be maintained in their file notebook
 - b. One copy shall be given to the President
 - c. One copy shall be given to the Parliamentarian
 - d. One copy shall be given to the appropriate overseeing Vice President.

Current as of February 2010