

## **Executive Board Descriptions**

### **Historian**

**The Historian shall preserve, collect and share the history of the Woman's Club of Fullerton.**

- Gather all historical club records and take them to the Fullerton Library archives for preservation when necessary

**The Historian shall yearly create a scrap book or binder with the help of club members with the following:**

- Flyers of all events done during the year
- Newspaper articles, press releases, and other printed material during the year about the WCOF
- WCOF newsletters
- Awards, and accommodations the WCOF received
- Letters, cards, post cards received during the year
- Current WCOF Yearbook

**The Historian is to create a photo album for presentation to the President at the WCOF celebration party in May with help from members.**

- The Historian shall personally take photos at meetings, events, and/or any gatherings that involve the WCOF when possible
  - o If you can not attend ask someone else to take photos for you
- Encourage all members to help take pictures and share them with you and the members
- Keep up the Shutterfly and/or other online photo storage and encourage members to upload photos to this site
- Use all of the above to help create the photo album

**The Historian shall attend all monthly General Meetings, Board Meetings, and the Executive Board Meetings.** If you can not attend one of the meetings report out to the President

**As an Executive Board Member you are part of the Budget** Committee to establish a budget for the year. The budget needs to be prepared and a vote taken before the Leadership Orientation in June. The budget will then be presented at the first General Meeting of the club year.