

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u> Historian	PDE No.: 15 Revision: 2 Date Adopted: Aug 13, 2012 Resolution: 2012-33
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General Responsibilities:

The Historian is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for maintaining a file of copies of documents and publications of the Guild so as to enable the assembly of an accurate and complete chronological history of Guild activities and organization.

Authorization:

The Historian is appointed by the Executive Vice President and serves at the pleasure of the Executive Vice President. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Historian may appoint such assistants as may be necessary to assist with the duties of the Historian. Any such assistants serve at the pleasure of the Historian.

Specific Duties and Responsibilities:

- Maintain a file of copies of documents and publications of the Guild so as to enable the assembly of an accurate and complete chronological history of Guild activities and organization.
- Acquire copies of appropriate documents from the various Guild Officers and operational personnel.
- Perform all the duties incidental to the office of Historian and such other duties assigned to such office by the President or the Executive Vice President.