

HISTORIAN CHAIRPERSON

PROCEDURES AND DUTIES:

At the end of the 2003 golf season, the present Historian Chairperson recommended to the Board of Directors a method to eliminate continual storage problems of pictures, history records etc. for the club. The following was voted upon by the Board of Directors in 2003:

The **“Historian Chairperson”** will be responsible for the taking of event pictures or scheduling someone to take pictures at all events (including the year-end awards banquet) each season. Expenses for taking those pictures will be reimbursed (please check with the treasurer prior to the start of each season to confirm the amount of money budgeting). If you don't have a camera available for use, it may be necessary for the club to purchase a camera. Disposable cameras are also an option. Save all receipts to be reimbursed by the Treasurer. These pictures will be used for making a **“Picture/Memory Album”** for the outgoing president. This album should be presented to the Outgoing President at the end-of-year Awards Banquet if possible. (This album should contain the Executive Board Listing, Events Listing, Winners, pictures of the previous year's events and lots of pictures with the President holding meetings, working at monthly events etc.) No photo albums will be made for the club to keep, as it is a big problem for each Chairperson to store everything while she is Historian.

A plastic **“History”** storage box has been started which contains pictures of previous events as well as an updated 3-ring **“History Binder”** which includes condensed listings of previous winners for previous Champions, Presidents, Team Winners, etc. (anything that seems pertinent to the history of the club). **This binder should be updated at the end of each golf season by the present “Historian Chairperson”**. It is a nice gesture to have this box of memory information available at the 3-day City Championship as well as the end-of-year awards banquet held in November. People seem to really enjoy looking at them and looking back on so many good times on the links with special friends!

The “History Binder” needs to be updated prior to the November Awards' Banquet for each respective category (i.e., President, President Cup Winner, Team Winners, City Championship Winners etc.).

All historian information (storage box with albums and “History Binder” shall be updated prior to the Year-End Awards' Banquet in November and given to either the incoming President or incoming Historian. (If the transfer isn't completed in November it should be done at the January Executive Board Meeting).

Revised October, 2004