

## HISTORIAN:

1. Shall be responsible for maintaining a historical file of the NCSC year. Organizes and updates, as appropriate, scrapbooks for the NCSC President and Honorary Presidents and Advisors;
2. Shall take photographs at all NCSC events;
3. Shall be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
4. Shall have administrative access to Facebook, Website and Drop Box to post photos in a timely manner;
5. Shall be responsible for upkeep and accountability of the old scrapbook collection;
6. Shall Maintain a NCSC Snapfish (or equivalent) account;
7. Shall provide a digital file of all NCSC events.

All committee chairpersons shall attend Governing Board meetings, General Membership Meetings, and NCSC functions. All committee chairpersons shall be a voting member of the Governing Board (in the event a position is co-chaired, they shall only have one vote). All committee chairpersons shall assume any duties deemed necessary by the President. All committee chairpersons shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting. All committee chairpersons, with the Presidents approval can appoint co-chair(s) to assist with duties as needed. The committee chair holder will have only one vote at board meetings. All committee chairs shall maintain and update Board Notebooks to include:

1. Shall have a complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP;
2. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
3. Notebooks and all job related material are to be given to successors at the joint Governing Board meeting in May;
4. Shall maintain NCSC e-mails that are provided for each Committee;
5. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
6. Shall not go into a binding contract for the North Country Spouses Club.