

SANTA CLARA VALLEY QUILT ASSOCIATION  
STANDING COMMITTEE: HISTORIAN  
*TERM: 2 years*

The Historian shall:

- Maintain existing historical records of Santa Clara Valley Quilt Association (SCVQA), both physical and electronic.
- Be responsible for photographing monthly Show & Tell and guest speakers at the general meetings:
  - Coordinate with the Webmaster to post photos on the Web.
  - Coordinate with Newsletter editor for inclusion in Valley Quilter
  - *Requires access to a digital camera with a minimum 4 megapixels.*
- Collect and archive records of SCVQA events including but not limited to:
  - Monthly Board meeting minutes
  - Event photographs
  - Newsletters
  - Biannual Quilt Show Brochure
  - Rosters
  - Newspaper and magazine articles pertaining to SCVQA
  - Treasurer's reports
- Seek out historical papers and items relevant to SCVQA that are not currently in our archives.
- Continue the process of transferring all photo albums and other paper documents to electronic archives
- Attend monthly Board meetings.
- Keep an accurate record of expenses.
- Present a budget to the Treasurer for your position/committee for the following year by August first.