



CHULA VISTA GENEALOGICAL SOCIETY

Standard Operating Procedure

HISTORIAN

As defined in the Bylaws and Standing Rules of the Chula Vista Genealogical Society, the Society Historian shall keep and organize all records of historical value and financial records of the Society.

The purpose of this Standard Operating Procedure guideline is to define the responsibilities of the Historian and his/her designee.

Responsibility I: The Historian is responsible for collecting and organizing documents that reflect the business and the activities of the Society. The collection can be in written or electronic format and should include the following:

- A. Official Society logo and letterhead
- B. Minutes of monthly Board meetings
- C. Minutes of monthly general membership meetings
- D. Financial review reports and other financial records as available
- E. Society documents and correspondence
- F. Membership information and sign-in sheets as available
- G. Programs and speaker information
- H. Publicity for the Society
- I. Newsletters as available
- J. Listing of past Society officers and Board members

Responsibility II: The Historian is responsible for collecting and maintaining a photographic history of Society activities.

- A. The Historian (or his/her designee) shall take photos to document society events.
- B. The Historian shall collect photos from other Society members to supplement the Society's photographic history.
- C. The Historian shall maintain a CD of compiled Society photos.

Responsibility III: The Historian shall produce a written history of the CVGS and update it at the request of the Board.

Responsibility IV: The Historian shall serve as a resource to the Board and Society members in response to questions regarding Society history.

Responsibility V: The Historian shall support Society activities:

- A. He/She shall make every effort to attend all general meetings and meetings of the CVGS Board of Directors to make reports as appropriate.
- B. He/She shall be authorized to purchase the necessary materials to adequately carry out the requirements of the position. All requests for reimbursement must be accompanied by receipts that clearly delineate the expenses for which reimbursement is requested.
- C. He/She shall keep and update the Historian's Board notebook containing the current Society Bylaws, Standing Rules, respective SOP and other pertinent data. This notebook shall be passed along to the succeeding Historian.