



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
- B. Past Minutes of monthly Board meetings
- C. Past Minutes of monthly general membership meetings
- D. Past Financial review reports and other financial records, to include yearly budgets, expense and tax reports, as available.
- E. Annual Reports
- F. Society documents
- G. Past Publicity for the Society, as available
- H. Past Newsletters, as available
- I. 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.

Responsibility III: The Historian shall work closely with the Web Administrator to organize and maintain all historical electronic data.

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

Responsibility V: The Historian shall be designated as Chair of the Cemetery Committee until such time as its current project has been completed.

- A. Shall maintain the data for La Vista Cemetery.
- B. Shall indicate when the project at La Vista is complete.
- C. Shall maintain on-going contact and cooperation with cemetery staff.
- D. Shall designate where cemetery data will be permanently stored.
- E. May present future cemetery projects for Board approval.

Responsibility VI: The Historian shall oversee the contents of two file cabinets, which are the property of the library, at the Chula Vista Library Civic Center Branch, including donated family papers.

- A. Shall recommend to the Board appropriate policy for managing donated papers.
- B. Shall carry out the wishes of the Board in that regard.

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

Responsibility VIII: The Historian shall support Society activities:

- A. Shall make every effort to attend all general meetings and meetings of the CVGS Board of Directors to make reports as appropriate.
- B. 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. 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.