

## WAUPACA COUNTY HCE

**Title:** Historian Job Description

**Purpose:** Maintain a Scrapbook of pertinent HCE activities

**Responsibilities:**

1. Serve as voting member of the Executive Board.
2. Attend and participate in all Executive Board meetings.
3. Prepare and present applicable monthly reports at Executive Board meetings and at the Fall and Spring County meetings.
4. Collaborate with the Marketing Chair in promoting county activities.
5. Create and maintain a scrapbook of HCE activities county wide including photos, articles, correspondence, flyers, and other clippings.
6. Encouraged to attend district and WAHCE state meetings/conferences.
7. Keep files up to date (paper/digital) for future Historian.

**Qualifications:**

1. Knowledge of WAHCE and local organization.
2. Leadership ability.

**Term:** Two years (renewable)

**Time Commitment:**

1. Attend monthly Executive Board meetings and annual Spring and Fall meetings.  
Encourage attendance at District and State meetings.
2. Maintaining of scrap books and files.