



Gulf Coast Garden Club Position Description Form

Position Name

Historian

Date Created: _____

Form Creator Name: _____ Susie Lehmann

Home Phone: _____

E-Mail Address: _____

Committee Name: _____

Position Overview:

Historian shall maintain a current record of club activities and have custody of all available pertinent past records. The Historian also maintains the club bulletin board to be displayed at all General Meetings.

Skills/Abilities/Other Requirements:

Essential Position Functions:

Maintain photos and information from monthly General Meeting: Design Classes, Library Designs, Programs and Instructors, Plant of the Month, Wake Up & Learn, New Members, Trips, Courier News (All Florida GC Info), Green Thumb, Future Events.
Plan Bulletin Board Display and ensure set up for monthly General Meeting. Ensure Bulletin Board is collected at the end of each meeting and stored for next monthly meeting.

Print Form

Rev. 12/15

GCGC Historian

FOLLOWING IS THE INFO FOR THE HISTORIAN/BULLETIN BOARD
I HAD PHOTOS AND INFO ON THINGS THAT HAPPENED SINCE THE LAST
MONTH MEETING

DESIGN CLASS

CIVIC DONATIONS-HELP SUCH AS LIBRARY DESIGNS ETC.

PRESENTATION PERSON AND DESIGNS

PLANT OF THE MONTH

NEW MEMBERS

WAKE UP AND LEARN

TRIPS

COURIER-NEWS OF ALL FLORIDA GARDEN CLUBS

GREEN THUMB

FUTURE EVENTS

EACH MONTH WAS DIFFERENT BUT I HAD IN LARGE PRINTING EACH
SECTION THAT WAS APPLICABLE FOR THE MONTH. BELOW WOULD BE
THE INFORMATION AND PHOTOS . BEFORE WE PUT EVERYTHING
ON THE COMPUTER I HAD TO TAKE PHOTOS OF ALL THE EVENTS.

"TO DO LIST" - HISTORIAN

MONTH

ACTION NECESSARY

MAY

- Second Monday of the month, attend last official General Meeting of the season.
- Ensure set up of GCGC Bulletin Board Display at General Meeting.
- Ensure GCGC Bulletin Board and associated displays are returned to GCGC Storage Unit for storing until next season.
- Annually, provide newly appointed Historian with training and all pertinent information for assuming role as of June 1st. Ensure newly appointed Historian receives copy of Position Description and To Do List for the next season. Ensure newly appointed Historian receives support/guidance in his/her role for the next season.

JUNE-SEPTEMBER

- Attend Summer Meetings if possible.
- Obtain GCGC Bulletin Board and associated supplies from Storage Unit. Plan Bulletin Board Display for October meeting.

OCTOBER

- Second Monday of the month, attend General Meeting.
- Ensure set up of GCGC Bulletin Board Display at General Meeting. At end of General Meeting, gather up Bulletin Board and associated displays and bring home to store until next month's General Meeting.
- Plan Bulletin Board Display for November meeting.
- As requested by the President during the season, attend Board of Directors Meeting(s) the first Monday of the month.

NOVEMBER

- Second Monday of the month, attend General Meeting.
- Ensure set up of GCGC Bulletin Board Display at General Meeting. At end of General Meeting, gather up Bulletin Board and associated displays and bring home to store until next month's General Meeting.
- Plan Bulletin Board Display for December meeting.

DECEMBER

- Second Monday of the month, attend General Meeting.
- Ensure set up of GCGC Bulletin Board Display at General Meeting. At end of General Meeting, gather up Bulletin Board and associated displays and bring home to store until next month's General Meeting.
- Plan Bulletin Board Display for January meeting.

JANUARY

- Second Monday of the month, attend General Meeting.
- Ensure set up of GCGC Bulletin Board Display at General Meeting. At end of General Meeting, gather up Bulletin Board and associated displays and bring home to store until next month's General Meeting.
- Plan Bulletin Board Display for February meeting.

FEBRUARY

- Second Monday of the month, attend General Meeting.
- Ensure set up of GCGC Bulletin Board Display at General Meeting. At end of General Meeting, gather up Bulletin Board and associated displays and bring home to store until next month's General Meeting.
- Plan Bulletin Board Display for March meeting.
- Review Historian expenses for the current season and prepare a proposed budget request for the following fiscal year. Email proposed budget request to the Treasurer by mid month.

MARCH

- Second Monday of the month, attend General Meeting.
- Ensure set up of GCGC Bulletin Board Display at General Meeting. At end of General Meeting, gather up Bulletin Board and associated displays and bring home to store until next month's Annual Meeting, if necessary.
- Plan Bulletin Board Display for Annual meeting if necessary.

APRIL

- Second Monday of the month, attend Annual Meeting.
- If necessary, ensure set up of GCGC Bulletin Board Display at General Meeting. At end of Annual Meeting, gather up Bulletin Board and associated displays and bring home to store until next month's General Meeting.
- Plan Bulletin Board Display for May meeting.
- Review copy of final approved budget for the next fiscal year from the Treasurer.
- Ensure a process is in place for monitoring expenses for the Historian during the next fiscal year.