

Appointed Position Description Historian, AAUW Amador Branch

Responsibilities:

Organizes, categorizes, prepares and transfers business, social, and historical materials and records for storage. These materials will include documents and other paper records, newspaper articles, photo records, electronic records, and/or any other records or information regarding Branch business or events taking place during the year.

Recent records are housed in our storage unit.

Long-term records are housed in the Amador County Archives.

Specific goals:

1. Maintaining an updated copy of the Membership Directory with all members names and details for the year.
2. Maintaining an electronic database of all members.
3. Creating a yearly notebook containing a printed copy of each Gold Filing, along with newspaper articles that are part of the publicity campaigns for our programs; program brochure; and pictures from our events annotated with members names.
4. Writing a monthly or bi-monthly article for Gold Filings.
5. Enlist members from different interest groups, projects and programs to take pictures of events throughout the year.

Revised 4/10/22

See notes below.

Notes

Currently all Gold Filings pre-2019 are housed in the County Archives along with all scrapbooks from 1969 through 1999.

Currently housed Brenda Walker's garage are the minutes from the beginning of the organization in 1969 through about 1979 along with the original study on the needs of Seniors which led to the formation of Area 12 Agency on Aging, the Senior Center, and other senior needs organizations. It is hoped by the end of 2022, the years 2000 through 2019 will also be in the County Archives.

Electronic Database: Such a database was created to span 1969 through 2019. It included the names, addresses, and email addresses of all members and years of membership. It also contained the names of all officers and many of the chairman positions. The current goal would be to continue the database from 2019-present and beyond.