

Wichita Genealogical Society

Open Board of Directors Position



Historian



21st Century Version of Scrapbooking

- Collect WGS reports, documents, flyers, and items such as news reports and add them to an electronic *Scrapbook* – simply a cloud-based filing system.
- Duties typically require less than 4 hours per month, working from home on your computer.

Tasks

The Historian collects and archives WGS documents, leaving a history of past activities for future reference.

- Collect or create digital images of monthly society activities including documents, brochures, flyers, press releases, etc. for upload filing. Maintain an ongoing list/index of archived items.
- Receive/Request digital files from board members of items they created.
- Attend the monthly Board of Directors meetings, 2nd Monday of the month, 6:00 PM and report items that have been archived the previous month.

Qualifications

- Possess a desktop computer system to collect and file historical items.
- Have internet connection to upload documents to an online service (Dropbox or similar service).
- Have basic graphics skills to capture and save images, such as an online news item.
- Training will be provided.

Join US

- Talk with Fred Knoblauch and other board members about the position. Become a part of the Wichita Genealogical Society and help us offer great things.