

# Wichita Genealogical Society

## Open Board of Directors Position



# Historian



## *21<sup>st</sup> 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.
- Become a voting member and add your voice to discussions and decisions of the Board of Directors.
- 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.
- Collect media mentions of WGS from newspaper, social media, etc. and create a digital file for archiving.
- Attend the monthly Board of Directors meetings, 2<sup>nd</sup> Monday of the month, 6:00 PM and report items that have been archived the previous month.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.

For more information, contact Fred Knoblauch, President at 316-218-2783 or email at [President@wchitagensoc.org](mailto:President@wchitagensoc.org).

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