



WICHITA GENEALOGICAL SOCIETY

POSITION or FUNCTION DESCRIPTION

(rev. 1/1/2023)

Title: Director of Historical Recordkeeping

Overview

The **Director of Historical Recordkeeping**, also known as the Historian, is tasked with assembling and maintaining an ongoing history of the Society. This would consist of both paper format and digital format content. The regular and consistent timing in the performance of the duties described below is critical to the success of our Society.

Tasks/Duties/Processes

The Director is responsible with the timely and diligent execution of the following duties:

- Collect or create digital images of monthly society activities including photographs, documents, brochures, flyers, press releases, announcements, etc.
- Request digital files from board members of items they created.
- Collect external media mentions of WGS from newspaper, social media sites, etc. and create a digital file for archiving.
- Maintain an index of items collected, using an organized naming system.
- Attend and participate in the monthly WGS Board of Directors meetings. Share in the discussion and decisions of items coming before the Board regarding the operation of the Society.
- Report to the board items that have been archived for historical purposes.
- Write a year-end summary of activities that becomes a part of the WGS annual report to the library.
- Comply with more detailed instructions and guidance contained in the Society's Operations Manual for this position and recommend any updates to the Operations Manual.
- As a member of the Board of Directors, perform other ancillary Society duties as may be requested by the President.

Qualifications

The Director must have a passion for history and for genealogy and:

- Possess a desktop computer system (preferably PC) to collect and organize historical artifacts.
- Have internet connection and experience or willingness to learn archival techniques to an online service. Dropbox (or similar service) experience a plus.
- The Historian must be skillful in computer applications, including organizing files so they are easily recognized and found.
- Have basic graphics skills to capture and save images to viewable files.
- Be familiar with PDF files and can create them from basic applications.