HISTORIAN
Revised September 2006
Off Board Position
Report to: Education Director
Term: As appointed by MQ President in consultation with MQ board
Inventory: Bylaws and operating policies/procedures, scrapebooks, etc., of MQ activities, complete set of MQ News.

Principal Functions:
- Keep scrapbook of each year of MQ history.
- Preserve articles and pictures of MQ members (or keep reference information) in magazines, newspapers, etc. for future reference.
- Keep a complete image collection of each annual quilt show. Such collection, provided by show committee, cataloged with quilt and quilter’s name.
- Prepare annual position budget proposal for upcoming year and present at August Board meeting.
- Prepare and submit year-end position report and present at June/July Board meeting (outgoing position). This will be used for the Annual Report.