

HISTORIAN

1. Summary

The Historian provides a historic record of the club to document members and activities; to provide materials for past, present and future members and administrations for the purposes of generating a better understanding of what this club was and is and to promote the desire to support the club in its future endeavors; to provide access to these materials at various club events, and otherwise to maintain the record in the office.

2. Supervision

A. Reports to

Executive Council

3. Critical Functions

1. 70% Updates photo albums quarterly for membership and social reasons
 - Takes/collects pictures of social and sailing activities, whether contrived or spontaneous, ensuring dates and captions are included.
 - If cannot be available for all activities, ensures someone is responsible for it.
 - Keeps completed pages and binders in the office to prevent loss or damage
2. 10% Retains articles and related found in publications and email lists regarding the WYC; e.g., Racing Team standings, PR, etc.
3. 10% Ensures the respective web page(s) is (are) updated.
- Provides pictures to Webmaster
4. 10% Reviews official minutes to extract red-letter decisions or events. Examples would be the creation of the web-based database, the City Council's decision to amend the 7-knot speed zone on Union Bay, etc, with names and dates of those involved.

4. Experience, Training & Requirements

Previous Experience (*desired and/or required*)

- a. Required: None
- b. Desired: Familiarity with photography

Training

- a. None

Requirements

- a. Must be able to attend club activities regularly

5. Key Competencies

A. Know How

- a. Know how to point and shoot.

B. Creativity

- a. Able to put together unique and attractive photo binders
- b. Able to put together interesting pictures of people and sailing

6. Working Conditions and Physical Demands

- a. Both inside and outside in all conditions, on the water and on land.

7. Relation to other Committee members

Executive Council and sailing members – when, what happened, to whom, where.

8. Rewards

- a. Concurrent Dues Exemption (*'initiation' fee cannot be waived*)

Ø Free Sailing Lessons

Ø Free Sailing (*With applicable rating. Not Keelboats*)

- b. One Vote on the Executive Council (*if a Regular member*)

- c. Getting to know the diverse and eclectic group of people that make up the club...literally, from every corner of campus and beyond.

Recommended Actions:

This is a list of those things we recommend the volunteer perform as a further means of making everything easier, or going the extra mile or otherwise not likely to be included under section #3. These are not requirements or expectations.

1. Make an attempt to be active with the WYC, including attendance at Executive Council meetings whenever possible.
2. Occasional group photos could be collected. The Racing team, current Officers, the V.C. with the Instructors, Fleet Captains, etc., year to year.
3. In cooperation with Publicity, photo boards have been made for/from special events. They are easy to display when we try to get sign-ups at BOTL or are of interest at Opening Day, etc.
4. Anything else the particular Historian's talents and time permit and you think appropriate.

Metrics of Success

These are meant to be objective, clear, minimal requirements on which the incumbent will be measured.

- 1) That the four listed 'Critical Functions' are seen to have been done.

Date: October, 2001

Format used with permission of Dr. Vandra L. Huber.