

**History Committee Chair**  
**Job Description**

**Primary Responsibilities:**

History Committee

**Sequenced Responsibilities:**

July Post Meeting:

- Establishes goals for the year.
- Write Article for the Aurora.
- Solicit members for the committee

August:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

September:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

October:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

November:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

December:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Write Article for the Aurora.
- Review Web Page and recommend updates.

January:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

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February:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

March:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Write Article for the Aurora.
- Review Web Page and recommend updates.

April:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.
- Review Association By-Laws and make recommendations for changes.

May:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

June:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

July:

- Present a report during the annual meeting.
- Review Web Page and recommend updates.

**Non-Sequenced Responsibilities**

- Research and record historical information related to the Northern Lights Council Camps, past and present
- Update and maintain the Camp Wilderness History Trail.
- Participate in telephone conferences and board meetings throughout the year.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next President.