



# Historian Chairperson

- Board Role:** Historian Chairperson
- Terms:** Volunteer Minimum of 2 Years; longer commitment encouraged
- Requirements:** Complete Historian Responsibilities  
Familiarize self with the by-laws on [www.minnesotawatercolors.com](http://www.minnesotawatercolors.com)  
Attend Board Meetings  
Attend “In Person” Events  
Collaborate with MNWS Board  
Coordinate and manage transition of role and responsibilities
- MNWS Mission Statement** “To further the development of the watercolor artist by providing a supportive environment with education, exhibition opportunities, promotion of public appreciation and greater visibility of the art”.
- About the role:** It’s important to document MNWS history so that members have an understanding of how the organization started, developed, and continues to develop over time. This is accomplished primarily through preservation and storage of physical historical documents.
- Responsibilities:**
- Maintain and store MNWS historical documents in paper form as follows:
    - Monthly newsletters (1copy) sent from Newsletter Chairperson
    - MNWS Board Meeting Minutes (1 copy) printed from Board approved meeting minutes.
    - Bylaws and other core founding documents
  - Maintain other historical items deemed valuable to the organization
  - Respond to any requests from the MNWS Board for historical information (ex: history of MNWS as needed for publicity)
  - Manage Google drive with MNWS Board shared documents
  - Update Historian Chairperson role document(s) as needed for reference and post to Google Drive
  - Apply creativity and ideas for improvement
  - Contribute to discussion and decisions on Board topics
- Experience Recommended**
- Organization skills
  - Computer skills: general navigation, document creation/editing, Google Drive - willingness to learn
  - Interpersonal skills
  - Communication skills (oral and written)