

## **Duties and Responsibilities of Southern Maryland Emmaus Board Historian**

The historian collects, organizes, and preserves the record of activities, documents, and other items of potential future interest to the Southern Maryland Emmaus Community. Historian records provide a rich source of files that can be researched to provide detailed accounts of past and current events, and insight about past history for making current and future decisions.

The following are historically important records and documents to be collected and preserved by the historian:

- 1) List of members of the Board of Directors
- 2) Position descriptions for all Board positions (including updates)
- 3) By-laws (including changes)
- 4) Operating Policies and Procedures (including updates)
- 5) Community newsletters
- 6) Board of Director meeting minutes, agendas, treasurer reports, and other related meeting documents
- 7) Team and pilgrim names for each weekend walk, and photos if available
- 8) All incoming and outgoing correspondence
- 9) Weekend walk site contracts
- 10) Reports from all Board of Director subcommittees and task forces
- 11) Annual Letters of Agreement with the Upper Room
- 12) Directory of community members (when available)

Approved March 27, 2008