

## Duties of the TBQ Guild Historian Chair

### The Historian Chair:

- takes photos at TBQ gatherings including: general membership meetings, TBQ workshops, quilt shows, quilt camp
- takes photos of TBQ quilts on display at various locations such as the Prescott Public Library, Prescott Adult Center, and Prescott Chamber of Commerce
- takes photos as requested by the Webmaster for the website (e.g., Committee chairs) and submits them in a timely manner
- adds the photographic files annually to the master Historian file
- responds to member requests for information such as a photographic file of the guild's Opportunity quilts
- submits completed 'Request for Reimbursement' forms, along with the receipts to the treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns, and suggestions to the President in June

### NOTES

1. The Historian should keep a record of income and expenses for the year-end report to the President.
2. Photos taken at the general membership meeting include: show and tell, guest speakers, trunk shows, special events (e.g., birthday and Christmas parties).