

NCSSWA EXECUTIVE COMMITTEE & FULL BOARD ROLES AND RESPONSIBILITIES

HISTORIAN

1. Historian will serve a two (2) year term.
2. Historian is appointed by the President.
3. Historian does not hold a vote on the Board.

DUTIES AND RESPONSIBILITIES

- A. Shall maintain NCSSWA membership and be an active member in good standing during term.
- B. Shall maintain documentation of association activities through photographs, power point presentations, and other documents.
- C. Shall maintain accurate record of association activities in chronological order.
- D. Shall serve on and attend Full Board Meetings.
- E. Shall regularly and routinely check NCSSWA email and respond appropriately.
- F. Shall maintain a record of position activities and dates to share with next term.
- G. Shall complete other duties that may be assigned by the President.
- H. Shall submit to the Treasurer all expense reimbursement forms in accordance with the reimbursement procedures.