

PALISADES WOMEN'S CLUB JOB DESCRIPTION

Updated January 2018

HISTORIAN

Performs duties prescribed under The Palisades Women's Club Bylaws, Article V, section 3, ("General Executive Board Duties"), and such other duties as may be prescribed in the Bylaws or assigned by the PWC or the Executive Board.

INTRODUCTION

Responsible for documenting the PWC activities via current media sources. May appoint a vice chair and/or one or more assistants.

MAJOR DUTIES AND RESPONSIBILITIES

Attends all General and Executive Board Meetings.

Maintains the PWC website, currently palisadeswomen.com. Updates newsletters, service/social activities, calendar and photos throughout the year. As this is a public site, no personal member information is posted on it such as rosters and financial data.

Takes photos of events or ask members to take photos to post on the website.

At the end of the each calendar year, saves the year's photos to a SD card, USB fob, or current media source.