

Historian

1. Is one of the functions carried out by the Past President.
2. Reminds the President and President-Elect, at the end of each RMG year, to obtain digital copies of pertinent documents from the Board and committee chairs for their archival flash drives:
 - a. Legal documents, revisions.
 - b. Annual meeting minutes and invitation and report packet; Board meeting minutes.
 - c. Financial reports, including budget worksheet, history of programs (scholarships, Rochester Area Foundation, etc), and end-of-year actual vs. budget, etc.
 - d. Membership directories, brochures and socials or events, RMG newsletters.
 - e. Scholarship competition brochures, recital programs, lists of winners.
 - f. Educational event programs (Lunch & Learn, special programs, sponsored recitals) and documents about volunteer services performed (Honk*Squeak, Radiothon).
 - g. Fundraiser publicity and reports, including grants.
3. At the end of each RMG year, obtains key hard copy documents for the archives from the Secretary and committee chairs and places in the History binder for safekeeping:
 - a. Legal documents, revisions.
 - b. Board minutes and annual meeting invitation and report packet.
 - c. Educational event publicity, including Lunch & Learn, special programs and sponsored recitals.
 - d. Sample of fundraiser publicity.
 - e. Membership directories, list of board members, brochures, events, and RMG newsletters.
 - f. Scholarship recital program and lists of winners of competition and high school awards.
4. Throughout the year, encourages committee chairs to have photographs taken of RMG events and collects the best ones for inclusion in the archival scrapbook.
5. Clips items with dates and source from the Rochester *Post Bulletin*, Mayo Medical Center's *Source* (sent to employees and staff members), Rochester Symphony Orchestra & Chorale programs, and any other outside publications where the Rochester Music Guild is featured.
6. Brings archival scrapbook(s) to the Annual Meeting for display, if possible.
7. Stores the archival scrapbooks at the Olmsted County History Center when not in use.
8. Every 5th year, beginning 2015, reviews items with the History Center Archivist as to items to add.
9. Monitors the RMG Historian email account, historian@rochestermusicguild.org.