

# **GFWC Rotonda West Woman's Club**

## **CLUB HISTORIAN**

### **JOB DESCRIPTION**

#### Duties:

Read the Chatter every month to make notes of club activities.

Keep a thumb drive of especially unique or historic events with articles from the newspaper.

Write up summary to be turned in to GFWC FL with Annual Reporting but it is only required once, at the end of the two-year administration of the club.

Attend board meetings and general meetings.

This is not a difficult task and only takes a few hours each month.