

Position Title: Historian

Term of Office: Minimum one (1) year term, as appointed by the President. May be appointed to additional terms.

Responsibilities:

- I. Prepare a summary of the OLCA activities for the year and add it to the history of the association.
- II. Clip articles and pictures concerning the association and its members and keep the scrapbook and social media pages up to date. Organize yearly minutes and membership directory into a historical file.
- III. Solicit input from members.
- IV. Interview founding members to get an oral/written history for OLCA from its inception.
- V. Maintain a list of OLCA officers.
- VI. Organize and keep all OLCA publications and ballots.

Meeting Attendance:

1. Membership meetings
2. Board meetings as requested