

## **Duties of Historian:**

- Keep a yearly list of all important things that happen during each year in regards to the CQG. Including the following:
  - Names of all the officers by year
  - Changes made in our agenda
  - Any events that we participate in or make quilts for
  - Any other important information that we may want to know about in the future
- All of this information is kept on my computer (and flash drive) and printed out and put in a scrapbook.
- Scrapbook also contains any other papers (like copies of our quilt show flyers) and papers on our yearly budget or anything else I think is important.
- Keep a separate record (on the computer/flash drive only) of all members names, their birthdays and the year they joined the CQG.
- A list of all the speakers that we have had over the years.