

NCAMOTC Procedures - Historian

I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization. Review Article VII, Chairs and Duties.
2. **Procedures** Keep procedure binder in proper order. Make all necessary insertions, corrections, as needed.
3. **Correspondence**
 - (a) Outside NCA—Use NCA logo on all correspondence.
 - (b) Within NCA—Email (send to recipient's NCA email address whenever possible).
 - (c) All revised procedures, bylaw changes and other important correspondence needs to be printed and put in your binder under the appropriate section.
 - (d) Copy all emails to President, Membership, and Communication Vice Presidents.
4. **Expense** Submit expense voucher(s) and receipts to the Treasurer for reimbursement. (No later than Dec 15th annually).
5. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
6. **OIC** Your Officer in Charge is the Secretary.
7. **Binder** Retain only last two (2) years of information.
8. **Files** Maintain files of all pertinent material.
9. **Review Files** at the end of term and see they are in proper order for your successor.

I. SPECIFIC DUTIES:

1. Take photos of attendees at all board meetings and convention events and submit approved photos to the webmaster and communications vp for posting on website and/or Facebook page.
2. If unable to attend an NCA event, ask another chair person to take photos at the event and notify your OIC and President of replacement.
3. Request clubs to submit pictures of their club members throughout the year to include in the annual scrapbook.
4. After Spring Convention, make a scrapbook (digital preferred) to include:
 - a) Photos of the year's activities
 - b) Photos of each club
 - c) List of executive board and chairs with photo
5. Be in charge of NCA Archives/photo albums maintaining at least 10 years of NCA event info.
6. Bring scrapbooks to meetings and provide information on the purchase of digital scrapbook if available.
7. Solicit ideas from Board of Directors.