

JOB DESCRIPTION

Historian

Silver Beach Improvement Association

SBIA Bylaws Direction

There shall be a Board of Directors which shall consist of the Executive Officers plus no fewer than six members but no more than eight members in good standing. Directors elected by the membership and the Chairpersons of the Standing Committees, including the President Ex Officio and Historian shall constitute the Board of Directors.

Accountability

The Historian serves and is accountable to the Executive Officers of the Association.

Term of Office

Four-year term.

Responsibility

The Historian is responsible for serving under the President. The Historian has fiduciary duties and a duty of loyalty to the Association. No action taken by the Historian may benefit them at the detriment of the Association and harming the Association with a conflict of interest.

Duties

In addition to the duties of every Board Member, the Historian is responsible for:

- Primary responsibility to be the custodian of all historic records of the Association.
- Additional duties as required.

Qualifications

The Historian must have:

- A commitment to, and a clear understanding of the mission of the Association.
- Knowledge of meeting procedures, governance policies and bylaws of the Association.
- Sufficient time to devote to his/her primary duties.

- Clear and methodical record-keeping of the Association's historical records.