

Historian Job Description

2/9/2019

Skills: Familiarity with Microsoft Word or equivalent software

E-mail access.

Duties:

- A. At beginning of the calendar year prepare a summary of SIRS Branch 62 activities and submit this summary to the Big Sir.
- B. This summary should include as a minimum the following:
 1. Number of active and non active members at the end of the previous year.
 2. Names of the Big Sir and the Little Sir for the past year.
 3. Names of the Big Sir and the Little Sir for the new year.
 4. A brief summary of the club program activities for the past year.
 5. A list of the monthly Program Speakers for the past year.