

Duties of a *Historian*

CNH KIWIN'S Membership Resources

Historian is one of the toughest and demanding positions. As the club historian, you are required to be present at every event to take pictures and document all club events. This job requires a great amount of creativity and organization. Historians must constantly meet deadlines because they are in charge of the scrapbook and updating the website frequently. They must work closely with Publicity. Through pictures and videos, historians help garner membership interest and participation in events.

Duties and Responsibilities:



- Take pictures/videos at meetings and events.
- Be there at all KIWIN'S-related events and projects.
- Work in a scrapbook to be entered in district and International contest (when applicable).
- Update website as often as possible; weekly is suggested.
- Send in article report forms on time every month.

Scrapbooking:

- Have pictures with captions and dates to explain event.
- Make sure that the scrapbook follows the criteria set by international rules.
- Keep receipts and records of cost materials.
- Use clear representative and appropriate photos of your club events and projects.
- Pick a theme and use it throughout (follow the district's theme).

Taking Pictures/Videos:

- Get a good camera.
- Make sure to find someone to take pictures if you can't attend.
- Organize folders on your computer (be consistent) by year, month, day, event
- Get log-in information of the KIWIN'S club media sites (Youtube, Facebook, etc) from the immediate past historian.

- Upload pictures online. For pictures, Facebook, club website, etc. As for videos, use Youtube, Vimeo, etc
- Adhere to graphic standards for videos.
- Use KIWIN'S logo and Key Club logo in videos.



a Kiwanis-family member

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