

OMGA JOB DESCRIPTION

Historian

DESCRIPTION: As a member of the Oregon Master Gardener's Association secure valuable evidence of OMGA history and accomplishments. Determine what records and information will be kept for future reference. (Refer to OMGA Retention Policy for additional information)

IMPLEMENTATION

- Establish and maintain an OMGA history to be retained indefinitely for use by a succeeding OMGA Historian.
 - a. The historic information should document special projects and events. Selected photographs and/or newspaper articles pertaining to the association activities may be included
 - b. Documents should be original or the best quality possible, and be displayed in an attractive manner
 - c. Officers and members can assist in collecting these documents but the OMGA Historian makes the final determination of what is retained
 - d. Take photos of events and projects or assign a member to do so
 - e. Retain and maintain any OMGA scrapbooks as a record of events, accomplishments and activities. Display them at OMGA Mini-College
 - f. Have a concern about the association's history, current events and projects by OMGA members and their chapters
 - g. Have the ability to review documents and determine their value
- Establish and maintain a retention schedule of association records.
 - a. Specify the type of documents to be retained by whom, for how long, and what items may be destroyed. This retention schedule should have the full approval of the selected board of officers
- Chapter Records
 - a. The OMGA Historian should provide assistance and general guidelines to individual chapters in the use of the OMGA record retention policy.
 - b. Historical records should reflect the individuality of each OMGA chapter. Each OMGA chapter, board and historian is unique with responsibilities to their OSU Extension personnel, OMGA and its members
- At the close of the fiscal year:
 - a. Assist in reviewing documents and records accumulated through the year by outgoing officers and committee chairs so that written information passed from one board to the next is worthwhile, concise, and provides continuity of important information
 - b. Incorporate electronic method to preserve historical data.
- Serve as a member of the Executive Board.