

# MADISON CATHOLIC WOMAN'S CLUB

## HISTORIAN

1. Attend as many Madison Catholic Woman's Club Board of Directors (BOD) and General Meetings as possible during two-year term.
2. Maintain a continuous record of activities and events for each year. This record will include news items, roster of officers, committee chairmen and chairmen for each event.
3. Maintain any other records, reports or correspondence directed by the President/ Co-Presidents.
4. Keep a copy of Membership Book in the file for each year.
5. Second Year: Prepare a written report on the highlights of the Club's activities for each year, to be included with the Spring Celebration (Luncheon) and Historical Records. (In 2010 it was included in the Co-Presidents' letter in June to all members of MCWC Club).

Revised: 05-31-2012