



Mid-Day Women's Alliance

Developing the Potential of All Women

P.O. Box 334, Appleton, WI 54912 • middaywa@gmail.com • www.middaywomen.org

Position Title: Historian

Voting position: No

Date reviewed: _____ Date of last update: _____

Expectations of all board members:

- Officers need to understand all the By-Laws; Articles particular to Officers are
 - Article VII Officers
 - Article VIII Nominations and Election of Officers
 - Included in eligibility to serve as an Officer is one must support the Mid-Day Legislative platform
 - Article IX Duties of Officers
- Officers are highly encouraged to join at least one committee

Position Description: Provide interest and connection for current members to MDWA's history

Major Areas of Responsibility:

- Provide ties to the organizations' foundation and past accomplishments, while memorializing new and exciting aspects of MDWA.

Specific Responsibilities:

- Work with multiple media and the PR Committee to provide interesting links to our past and present accomplishments.
- Determine what should be archived and in what format.

Requirements:

- Desirable broad knowledge and experience in: Prioritize material
- Skills: e.g. word, spreadsheets, FreedCamp, Wild Apricot, social media (FB, Instagram, LinkedIn) etc
 - Word, Spreadsheets, Archival options and scanning
 - Social Media, FreedCamp and Wild Apricot
- Demonstrated ability to:
 - Work with multiple parties



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Conclusion: (to be included in all position descriptions).

- The position description is intended to convey information to understanding the scope of the position and the general nature / scope. This position description is not intended to be an exhaustive list of qualifications, skills and responsibilities.