



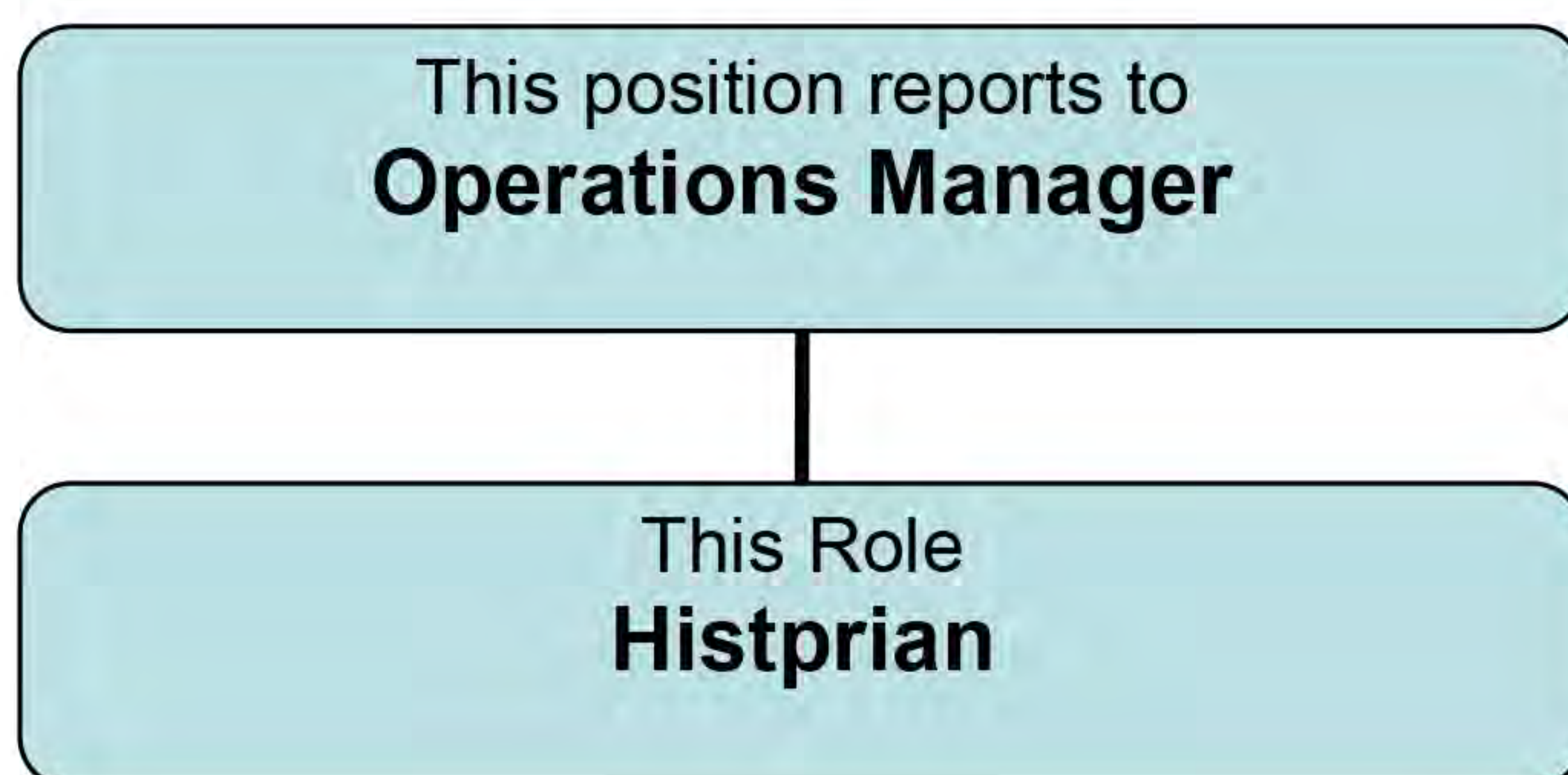
1. Position

Historian

2. Position Purpose

Responsible to the for the proper recording of all historic membership information

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013



5. Major Responsibilities

Maintenance and record of each member's service to the Club

6. Primary Accountability

Performance Measures

Member records

Maintenance of Membership records

Meetings

Attends Club meeting as required

7. Required Competencies

- Ability to organise and delegate tasks
- Intermediate Microsoft Office (or equivalent) experience
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters