

Tech Squares Achivist/Historian Notes

1 General Responsibilities

The Archivist/Historian's responsibilities include:

- Maintaining all club records
- Maintaining a list of standing club policies
- Developing and maintaining an accurate history of the club
- Updating and maintaining club scrapbooks

2 Information Gathering

Throughout the year there is club information that should be gathered and saved. Here's a list:

- names of the officers, both elected and appointed
Add these to the end of the Tech Squares Officers Handbook.
- names of the class graduates
- Saturday dance schedule, including callers and cuers
- club callers and cuers
- club events, like the Pool dance and the Jerry Story dance

3 Archiving

Anything that we might want to reference later should be saved.

This includes:

- Annual Club Newsletter
Ensure a paper copy of our newsletter gets filed in the SAO locker There is a mailing label for "Tech Squares Historical Archives". File this copy.
- Old Sign-in Sheets

4 Photos and Memorabilia

You should update and maintain the club photo albums and scrap books. Be sure to label photos with event, date, and who is in the photo.