

# **FRIENDS OF THE LACEY TIMBERLAND LIBRARY**

## **BOARD OF DIRECTORS**

### **POSITION DESCRIPTION**

#### **HISTORIAN**

**Reports to:**

Board President

**Purpose:**

This position works in cooperation with members of the Board of Directors, the library manager, and others to create a complete archive of all relevant documents pertaining to, but not limited to, board meeting agendas, minutes, reports, schedules, projects and activities.

**Goals:**

To catalog and safeguard all important documents created on behalf of the Friends of the Lacey Timberland Library Board of Directors. These documents are intended to be used for historic research by the board and open for review to the general public.

**Responsibilities:**

The historian attends all board meetings to ensure collection of critical documents. If the historian is absent he/she will coordinate with another board member to secure the documents on his/her behalf. The historian also collects printed materials produced by the library to advertise upcoming events and activities to provide historical context for board decisions.

**Length of Service:**

The historian is elected by the Board of Directors for a period of two years. If necessary, a suitable candidate may be appointed and approved by the Board of Directors to fulfill a position vacancy.