

## **Job Description - Historian**

April 2005

### **Position Description of the Historian**

The position of RWCS Historian is an elected, voluntary, four-year term. The position serves on the RWCS Executive Committee and Full Board of Directors. The Historian promotes research and other endeavors to enhance the understanding and appreciation of the ceramic wares produced in Red Wing, Minnesota. In addition, the Historian is a voting Director of the Red Wing Collectors Society Foundation (RWCSF) Board of Directors.

### **Qualifications**

- Knowledge of the RWCS and dedication to its goals and objectives.
- Thorough knowledge and commitment to the Bylaws of the RWCS.
- Ability to plan, organize and problem solve.
- Intellectual interest in the ceramics produced in Red Wing, Minnesota.
- Willingness to work, in a team environment, with the Board to set policy and conduct the business of the Society.
- Ability to see the overall "big picture"

### **Responsibilities**

#### **General**

- Act as an ambassador and representative of the Board.
- Collect and document information pertaining to the Society and the pottery and stoneware industry in Red Wing. Transfer all items received to the RWCS business office.
- Maintain a current, written inventory and valuation of all items in the RWCS Historical Archives for insurance purposes.
- Implement the RWCS Hall of Fame process as defined in the approved Hall of Fame Guidelines.
- Receive and inventory the minutes, newsletters, commemoratives etc. from chapters to the RWCS Historical Archives. Gifts of commemoratives should be acknowledged with a formal thank you letter from the RWCS.

#### **Board Affairs**

- Monitor financial planning and financial reports as presented by the Executive Director and Treasurer.
- Participate in regular Board self-evaluation.
- Assure prompt transfer of all pertinent records to the new Historian at the end of his/her term or whenever no longer able to serve.

#### **Meetings**

- Prepare and present a Historian's Report of any necessary information at each Board meeting.

- Prepare and present to Board members any necessary information on scheduled agenda items under consideration.

### **Committees**

- Serve as a member of the Personnel Committee and actively participate in the oversight and review of all employees of the RWCS, including an annual job performance evaluation of the Executive Director.

### **Annual Convention**

- Prepare and present a report at the RWCS annual business meeting pertaining to important information and findings of the past year.
- Receive the annual RWCS commemorative from the Commemorative Manager.
- Receive the annual RWCS Convention button donated by the Chapter responsible for its production.
- Pick up all daily Republican Eagle newspapers that contain articles on pottery/stoneware and/or annual Convention coverage.
- Pick up a copy of all available memorabilia for the RWCS Historical Archives, i.e. annual Convention supplement, auction prices realized catalog, Convention packet, private member auction catalogs, etc.
- Request and receive copies for the RWCS Historical Archives any available handouts from educational seminar presenters and displayers at Mid Winter and the annual Convention.
- Coordinate with the Display Support Position, the production of a video, slide, and/or still photo library of displays at the annual Convention for the RWCS Historical Archives.
- Request donation of a free copy to the RWCS Historical Archives of any newly published books, video tapes, etc from educational vendors.
- Receive written annual Convention report from Auction, Commemorative, and Education Managers and the Support Positions of Display, Show and Sale, and Registration and Kids View following Convention.

### **Community**

- Attend all major Society events, i.e. RWCS annual Convention, MidWinter GetTogether
- Attend Chapter meetings when possible.

### **Special Responsibilities**

- Provide the Vice-President a written evaluation of each Newsletter as input to the annual Newsletter evaluation.
- Perform other duties and responsibilities as assigned by the Board and as indicated on the annual Board calendar.