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***Historian Position Description***

***Minnesota Association of Healthcare Volunteer’s mission is to provide members with opportunities to share ideas, develop leadership skills, and promote volunteer services that support Minnesota’s health care facilities.***

***Minnesota Association of Healthcare Volunteers vision is to be the premier leader, partner, and resource for healthcare volunteers and auxilians.***

**The Historian collects and preserves the history of the Minnesota Association of Healthcare Volunteers.**

**Term**

The Historian is appointed by the President. Term of office begins at the November Board Meeting.

**Responsibilities**

* To collect all past materials from previous historian
* Keep the history of the organization in story or file form including facts, events, dates, and other data which indicate the progress of the Minnesota Association of Healthcare Volunteers
* Organize and keep up to date the following materials: minutes, reports, notes, programs, brochures, flyers, new clippings and pictures, all relating to the Minnesota Association of Healthcare Volunteers activities.
* Enlist help of board and committee members for gathering data
* Attend and support all functions of the organization whenever possible

**Expenses**

Expenses will be reimbursed consistent with the current Standing Rules.

**Qualifications**

* Knowledge of and commitment to the mission and vision of the Minnesota Association of Healthcare Volunteers
* Organizational leadership experience
* Willing to commit time and travel
* Written and oral communication skill
* Technology expertise (e-mail, document preparation)

**Benefits**

Satisfaction that comes with service

Opportunities for personal growth and development

**10/2018**