

Huron Valley Numismatic Society (HVNS) Historian Handbook

I. Who is the Historian?

The club Historian is an elected member of the HVNS Board of Directors who has assumed the responsibility of Historian. (The other four Board member roles are: Membership, Publicity, Education, and Coin Shows.)

II. What does the Historian do?

- A. As a member of the Board of Directors, the Historian takes a leadership role in promoting the club's objective of encouraging and dispensing numismatic knowledge to collectors and those interested in becoming collectors and to cultivating fraternity among its members (HVNS Constitution, Article I, Section 2)
- B. As the Historian, (s)he keeps an accurate record of who we are, where we have been and why (HVNS Constitution, Article III, Section II). However, the job extends beyond just writing down what happens, and duties extend to being a researcher and photographer. This includes:
 - 1. Maintaining the History section on the club web site (including what appears in both the public and Members Only views). For example, the Historian keeps the HVNS Leadership and HVNS Programs up to date and adds to the list of HVNS Firsts as events occur.
 - 2. Maintaining the club's scrapbook of significant information, including club advertisements, newsletters, newspaper articles, event programs, ticket stubs, medals, and photos. (The historian should show up to events with a camera, or delegate that responsibility.)

Revised ____ by _____