**HISTORIAN**

Revised 2018

**Bylaws Article VII – Officers, Section 4**: Special duties of officers and elected board positions shall be found on the website.

**General Responsibility**

The Historian is responsible for maintaining and updating the historical records of the Association.

* Digital photo books are the visual records of the Association and shall be continually expanded and updated.

Member of the OMTA Communication Committee.

Editor of OMTA Digital Newsletter *Soundwave* which issues bi-annually.

\*Check *Policies and Procedures* for more information.

\*Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each Officer and Chair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.