**Boxwood Historian Responsibilities/Job Description                                                February 2023**

**Boxwood Webmaster**

**Boxwood Google Drive Administrator**

Recommendation is to have:

* 2 historians - the job can be accomplished by one
* 1 webmaster
* 1 Google Drive Administrator

These three will work closely together and with the club photographer and social media chair

* Physical scrapbooks are no longer being created.
* Information and pictures are being uploaded to our google drive and website in several forms:
* Through updates to *Our History* found on the public page
* Through updates to various charts & lists
* Through adding the business of the club, the meeting minutes, the President’s Annual Report, Committee Chair Annual Reports and additional important reports and information.
* Physical awards, important information, members in the news, etc. shall be included (and kept) in the President’s annual notebook.  When 3-4 annual notebooks are collected they will be taken to The Library of Virginia to be included in our archives.  Need to establish and note contact information/name at LoVA.

Even in a world where we are trying to reduce paper… our archives are the only record of our activities and need to be as thorough as possible.  It is important to save as complete a record as possible for the future which includes paper information. The official paper record will be the saved President’s notebook.  (remember trees are a sustainable resource)

* The list of information housed in our archives at the Library of Virginia can be found in the Historian Job Description area on the Boxwood Google Drive.
* It shall be the responsibility of the Historian to ensure that all updates are added to the Google Drive & website (check document dates) in a timely manner.
* The Historians are responsible for updating the following:
1. **Our History** (on public pg of website) update after Annual Meeting

Use President’s Annual Report, Minutes, announcements to write the update.

Follow the already established format and types of information documented

Always include:

* New Members
* Member Deaths - upload memorials with obituaries as needed
* Annual Silver Awards (artistic, horticulture, photography)
* Award of Merit
* Member Homes open for Historic Garden Week (HGW)
* Members in charge of RVA tour for HGW
* Club Donations – to whom and amounts
1. **Various Charts & Lists**
* **Member Profile List on the website annually**
* **Update of the following Charts on the Google Drive**
* GCV Flower Show Winners

Lily, Rose, Daffodil & Photography at each show Update after Annual Meeting

* Non-GCV Flower Show winners “””””
* GCV Photography Shows “””””
* Award of Merit “””””
* **Update Rosters**
* Historic Officer Roster Update in fall after Green Book distribution
* Historic Membership Roster “””””
* **Update GCV appointments List “””””**
* **Update Historic Garden Week Documents**
* Bxwd Chairs of HGW “””””
* Bxwd homes open for HGW “””””

**Annual Updates to Boxwood Website by Officer**

Send all reports to webmaster as a PDF to be posted on our Boxwood website

These Officers/Committee Chairs are responsible for getting the following information to the webmaster:

**Recording Secretary**

* Monthly Minutes  as approved found in meeting minutes/updates/photos
* President’s Annual Report found in Archives/President’s annual reports
* Notes from Biennial Cocktail Party found in Archives/Cocktail party notes
* Notes from fundraising events found in Archives/Fundraising notes
* Any special reports found in Archives/Special reports
* Memorials for deceased members found in In Memoriam

**Historian #1**

* Member profiles found with member roster

 update every fall after Green Book is received

* Formal History found on public page About/History

 Update every spring after receiving President’s report, silver award winners, donations

* Take each new Green-Book insert to KVHouse

 Each fall after Green-Book is received obtain extra copy from 2nd VP

**Historian #2**

* Update Charts
* GCV Flower Show Winners found in Awards

Lily, Rose, Daffodil & Photography at each show

* Non-GCV Flower Show winners
* GCV Photography Shows
* Award of Merit
* Update Rosters
* Historic Officer Roster found in Archives/Historical Membership
* Historic Membership Roster “”””
* Update GCV appointments List found in
* Update Historic Week Documents
* Bxwd Chairs of HGW found in
* Bxwd homes open for HGW found in

**Webmaster**

The job of the webmaster is to keep the website current.  She will work with the  historians, the google drive administrator and the board members.

She will upload the following which will be sent to her completed in PDF form.

* Green Book PDF to website found in Green Books
* Membership Changes to on-line roster found in Member Roster

 Include photographs

* Photos of activities as needed
* Formal history annually found in public page/About/History
* Endowment information on site found in public page/About/Endowment

 Update form and send-to information on website

**The Boxwood Google Drive Administrator**

In order to keep the important information of the club off of individual member computers, the club has established its own Google Drive.  Our goal is to get all Board members and Committee Chairs to use the Boxwood Drive instead of their own computers to save important information during each year.  The drive administrator works with all to ensure this job is done.

The job of the Google Drive Administrator is to

* Keep the Google Drive documents current by communicating with the Board and Committee chairs to send her their annual information which varies by job.
* Keep a chart of all members (officers & committee chairs) who have editing permission in their individual sections.
* Work with the individuals and train them on use of the Google Drive.  This should be done during the summer after a new board is installed.