



HISTORICAL COMMITTEE JOB DESCRIPTION

NAME OF THE COMMITTEE: Historical Committee

PURPOSE: To provide opportunities to preserve water works history and to educate the membership about the history of the association and waterworks facilities.

ORGANIZATIONAL STRUCTURE: The committee consists of co-chairs and members.

MEETING SCHEDULE: The committee meets as necessary to fulfill its duties.

GENERAL TIME COMMITMENT: Chairs might expect to spend 25 hours a year on committee duties.

COMMITTEE TASKS/DELIVERABLES DURING A YEAR:

- Offer contests to the membership to identify items of historical significance.
- Write newsletter articles highlighting items of historical significance.

COMMITTEE MEMBER RESPONSIBILITIES:

- Attend Committee Meetings.
- Research items of historical significance to highlight with the membership.
- Write newsletter articles.

CHAIR(S) RESPONSIBILITIES:

- Attend Board of Directors/Committee Chairs meetings and provide an update on the Committee's activities (four times per year)
- Attend Annual Planning Session
- Prepare Committee's Annual Report

MINIMUM EXPECTATIONS FOR PARTICIPATION:

- Encouraged to attend Membership Meetings
- Encouraged to attend Annual Planning Session