



WICT RM Chair, Historian

RESPONSIBILITIES:

- Archive WICT TRM digital history, from 1996-present
- Keep [WICT RM Historical document](#) up to date
 - Needs info added for 2014+
- Organize and link in Google Docs all past event photos
 - WoF
 - TIO
 - Industry Events
 - Roadshows
 - Movie Screenings
 - Book Clubs
 - Golf Tournaments
- Create folder for each event on Facebook, post all photos
 - Cross reference all past events, ensure that all TIO and WoF events have folders
- Manage Google Docs Historian folders
 - Update quarterly
- Manage Google Docs WICT RM Boardroom page
 - Update quarterly
- Partner with Board Operations Director/Committee to itemize physical Board storage items - including awards, WoF programs, and premium items
- Partner with Board Photographers to bookmark/publish links to photos for all events
- Manage Board member headshot files
- Partner with event videographers to archive/publish links and files to event videos
- Partner with TIO and WoF Committees to archive live stream info
- Presents brief overview of the year at the End of Year Strategy meeting
- Partners with Treasurer to ensure that the Photography budget is adequate to cover all events and BoD member headshots annually (if budget allows)

TIME COMMITMENT:

- All Board positions are a 2-year commitment
- Monthly Board Meeting
- Monthly Executive Meeting
- ~1-2 hours per week for different tasks assigned above
- Expectation to participate in WICT events whenever possible (~2 times per month)
- Additional time as needed