BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION

1.   Position Title

Historian

2.   Work Location
No office space is provided. Primarily, work at home, in the library, or whereever BLFF records are to be found. The history of the BLFF is currently housed in the Logan Friends Room at the Bandon Public Library in the cabinets under the window. Keys to the cabinet are available at the library front desk.

3.   Purpose of the Position
Maintain the Bandon Library Friends and Foundation history so that people in the future can look and see the past activities of the orgnaization.

4.   Responsibilities and Duties
- Update and maintain chronological binders of press and public information items. Review local publications weekly for news and information about the Bandon Public Library, especially as it relates to BLFF.
- Keep chronological information about ongoing events such as Movie Nights, Travel Nights and Author Nights; Book Sales; the Piehl Poetry Contest, etc.
- Keep chronological information about special events in which the BLFF participates.
- Keep chronological file of BLFF newsletters.
- Attend meetings and actively solicit content from Board and committee members.
- Acquire binders and other supplies and submit invoices for reimbursement.

5.   Qualifications
- Good organizational skills.
- Good graphics, writing and editing skills would be helpful, but not absolutely necessary.

6.   Commitment Expected
Historian will spend approximately four to six hours monthly maintaining the records and about 2 hours monthly attending BLFF Board meetings.

7.   Training
- None.

8.   Other
The Historian does not currently keep minutes of meetings, meeting agendas and related regular meeting items as these reports are filed separately by the

Library Director, who currently serves as the BLFF secretary. Additionally, the Historian does not currently keep financial records or reports, as these records are kept separately by the Treasurer.

If this changes in the future, the Historian should keep these files as well.