Waterman Alumnae Group Job Descriptions – Standing Committees

**Historian**

The duties of this office include:

A. Chronicling and maintaining, in cooperation with the Publicity Chair, records of documentation

B. Reviewing and preparing files for archival preservation

C.When I first became Historian there was a great deal of “stuff” that had not been culled. What I did was to go through everything and, to the extent possible, discard multiple copies and organize the materials in looseleaf notebooks, covering a single year or years, depending on the volume of information saved. These I took to the Bentley Library. The Lead Archivist (Olga Virakhovskaya) was very welcoming and friendly and she transported the materials to the archives. (I would recommend setting up an appointment in advance.)

I was not given a specific schedule of when the materials are to be delivered to the Bentley; I currently have 3 notebooks “in process”; I also have 3 poster boards (under my bed!) from a past anniversary celebration: these are too large for the Bentley storage area, so am unsure if they need to be saved at all.

What I have collected includes photos I take at each Waterman event which I attend, brochures, advertisements, newspaper articles, programs, etc. I rely on other Waterman members to supply me with materials that I may not have access to.