

# McAllen Swim Club Historian

## **This position is**

- **A self nominated position, approved by McAllen Swim Club Board by voting**
- **A volunteered position**
- **A two year term (September – August)**
- **Filled by a McAllen Swim Club parent**

## **Duties-**

- **Maintain a log of McAllen Swim Club monthly activities (swim meets, socials, parties, special events)**
- **Take pictures often (swim meets, socials, parties, special events)**
- **Maintain Bulletin Boards information updated ( Rowe Pool)**
- **Work with McAllen Swim Club head coach in producing Annual Banquet's Power Point Presentation**
- **Work with McAllen Swim Club head coach in compiling recognitions, awards, and certificates all year long to be awarded at the annual MSC Banquet.**
- **Responsible for MSC's digital camera and memory card or if historian owns a digital camera that chooses to use, MSC will purchase a memory card which he or she is responsible for.**
- **To be present in as many MSC events, functions, meets as possible.**
- **May obtain pictures from McAllen Swim Club parents.**
- **Maintain in file copies of newsletters, photographic and electronic data for storage.**
- **Work with webpage master in posting pictures, newsletters and event information in webpage as needed.**