



Historian duties:

- Attend meetings and events
- Maintain communication with organization members and donors
- Facilitate weekly officer meetings and monthly general meetings
- Capture and edit photographs for the organization
- Design and compose a monthly organization newsletter and calendar
- Design a PowerPoint slide show of the organization's yearly accomplishments
- Assist in responsibilities of organization functions (Polo shirts)
- Collect monies for the organization

The Historian's top priority is keeping track of the events going on by capturing photographs and keeping a record of B.E.S.O.'s accomplishments and activities for the year. The Historian will collect pictures of its members and news about the organization and design a monthly newsletter or a slide show presentation. The Historian will also help facilitate special events and meetings. The Historian can seek out opportunities for our members to get involved in the community or potential donors for fundraising events. The Historian and other officer's duties are not limited to the Constitution's description but helping in any way possible for the success of the organization. The President can assign other tasks to Historian including, but not limited to: taking responsibility for purchasing the organization polo shirts for members and distributing them to the members. In conclusion, the Historian will attend both weekly officer meetings and monthly member meeting, organization events, and maintaining constant communication with officers and members that remains a responsibility for all B.E.S.O. officers.