

Historical Committee

General Responsibilities:

The Historical Committee maintains an updated record of all WMCA activities.

Organization and Tasks:

1. The President of WMCA will appoint: a Committee Chair; a member of the Executive Committee to act as a liaison; and as many committee members as necessary to accomplish the tasks of the committee.
2. The committee will strive to maintain an ongoing record of WMCA activities. The committee will collect a copy of the minutes of the Annual Business meeting and the Annual Budget(s) which are adopted by the membership at the Annual Conference. The Annual Treasurer's Report may also be included. The prior year Chair will submit the complete historical record to the new Chair at the beginning of the WMCA year.
3. The committee will include photos from the Annual Conference and various other WMCA events in the yearly album. The committee will try to provide or designate a photographer for each event.
4. In addition, the committee will obtain and include the following in the yearly album: photos of and information about the Clerk of the Year; a byline and photo of the President; a listing of Executive Committee; a listing of previous Annual Conference sites; a current copy of the adopted By-Laws; and a listing of previous Academy sessions including dates, topics and presenters. Early in the year, the Chair will contact the WMCA Secretary in writing to request that he/she forward information as it becomes available.
5. The committee will strive to gather information and photos from previous years to fill in periods of WMCA history that is not currently on record by providing one article each year to "The Quill" requesting the missing information. Anyone may submit such information and photos.
6. The committee will provide a historical display at the Annual Conference.
7. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
8. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
8. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.