

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 webmaster who will act as the committee's Co-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 work in coordination with the webmaster to maintain an ongoing record of WMCA activities. The prior year's Chair will submit the complete historical record to the new Chair at the beginning of the WMCA year.
3. Annually, approximately 90 days prior to the Annual Conference, the committee will send a proposal letter soliciting professional photographers from the neighboring communities of the conference venue. A recommendation from the committee will be forwarded to the liaison for distribution to the Executive Committee for approval. The committee chair is responsible for verifying the budgeted amount.
4. The committee will include photos from the Annual Conference and various other WMCA events in the most current paper and/or online photo albums. The committee is encouraged to take candid photos at each WMCA event and encourage other participants to share favorite photos.
 - a. Upload/tag/identify people and events on the Shutterfly site.
 - b. Contact Institute Director at the completion of Professional Development to get copies of group pictures (upload to Shutterfly, tag/identify attendees).
5. The committee will strive to gather information and photos from previous years to fill in periods of WMCA history that are not currently on record by providing one article each year to the newsletter committee requesting the missing information. Anyone may submit such information and photos.
6. The committee will obtain and provide to the webmaster a short biography and photo of the Clerk of the Year, recipient of the President's Award of Distinction, and the President, in addition to the Annual Conference brochure.
7. The committee will recommend to the Board appropriate intervals for archiving WMCA's historical documents with the State Archives, whether in electronic or paper format.
8. The committee will provide a historical display at the Annual Conference.

- a. In years of significance (e.g., the 50th Annual Conference) the committee will work with the President to coordinate displays and presentation materials using the conference theme.
9. The committee will act as an auditor of the website in coordination with the Webmaster to ensure all information on the website is current and relevant.
10. At the President's request, the committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
11. The committee Chair will prepare certificates for all committee members that show the member's name, the committee, and the year (e.g., 2018-2019) for distribution to the committee members at the Annual Conference.
12. All invoices for WMCA expenses will be forwarded to the Executive Committee liaison for review and sign-off prior to being sent to the WMCA Treasurer.