

OLHD Volunteer Position Descriptions- Draft 9/20/2017

- Chairman:** Convenes Board and monthly meetings; oversees organization business; serves as the public voice of the organization.
- Co-chairman:** Assists the Chair as needed; conducts monthly meetings in the absence of the chairman; assumes chairman's role in the event the chairman is unable to perform those duties.
- Secretary:** Takes the minutes at monthly meetings; prepares the minutes for review by the board; submits the minutes to the webmaster for posting, and to the OLHD archivist. [as per OLHD by-laws: shall be responsible for taking minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, assuring that corporate records are maintained and maintaining up to date membership records]
- Treasurer:** Maintains the organization's financial records; accepts cash and checks for memberships, renewals and donations; reports financial records at monthly meetings. [as per OLHD by-laws: shall make a report at each board meeting. The treasurer shall prepare the budget, help develop fundraising plans, and make financial information available to the board, association members and the public]
- OLHD Digital Archivist:** Maintains the OLHD website; posts events; posts articles and photos submitted by the board using established submissions protocol. Maintains OLHD Digital Archive, backs up digital files.
- Membership chair:** Maintains the organization's membership records; sends out thankyou notes to new members; sends out reminder notices for renewals. Reports stats at monthly meetings.

Jennings Lodge Subcommittee chair: Collects and processes history from the Jennings Lodge area; fields inquiries about Jennings Lodge area history.; conducts meetings as appropriate.

Oak Grove Subcommittee chair: Collects and processes history from the Oak Grove area; fields inquiries about Oak Grove area history. Conducts meetings as appropriate; reports back at OLHD monthly meetings.

Programs Chair: Organizes guest speakers/programs for monthly meetings and/or occasional community gatherings; organizes field trips.

Public Relations chair: Informs media outlets about OLHD public events; drafts fliers for programs and events.

Volunteer Coordinator: Solicits volunteers for various committees and OLHD projects; reviews member applications for skills that can be matched to projects. (Interviews/Transcriptions, Trolley Trail signage, First Schools plaques).