

The Walk With Christ
*** Historian Servant Description ***

Role – The Historian will ensure the gathering, maintenance and distribution of The Walk With Christ history. The Historian is an appointed member of the Communications Committee.

Term of Service – Serving as Historian is a two-year term. A married couple may share the position. The Secretary will request confirmation, every two years, from the Historian(s) whether or not they wish to continue serving in this position.

Position Specific Responsibility –The Historian will ensure the

- Determination of what is to be kept/maintained and what is to be disposed of.
- Documentation from Walk activities and Community members (text, pictorial, audio, video, audio/visual) to capture Walk stories (memorable, humorous, etc.) is made available for use to enrich the Walk Community through *Rooster Tales* newsletter articles and the website as well displayed during Walks and Ultreyas.
- Digitalization of paper documents, pictures, etc. (electronic files in various formats, such as pdf, jpeg, Word, Excel, etc.).
- Ensure placement of electronic records in TWWC's DropBox account.

Financial Responsibilities – Any Secretariat approved expenses will be reimbursed.