

HISTORIAN

You like to document what is happening!



TIME COMMITMENT

1 hour per month and 2 monthly meetings.

BUSIEST TIME OF YEAR:

End of the year.

SUMMARY OF ROLE:

Act as custodian of records and other materials pertinent to the history of the Brooks PTA.



ONGOING TASKS & RESPONSIBILITIES:

- Assemble and preserve a record of Brooks PTA activities, achievements, and volunteer hours.
- Work with volunteers to make sure documents for each event and program have been added to Google Drive.
- Report annual volunteer hours to the state PTA.

