

Job Description

Historical Committee

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

Purpose of the Historical Committee

The Historical Committee mission is to advance the collection of Prairie Club history and to assemble and assist in the preservation of the records of activities and achievements of the Prairie Club. The Committee organizes and maintains historical documents, articles, mementos, pictures and other items of historical value related to all Prairie Club committees, property and activities.

Committee Membership

- Each December the Historical Committee Chair is appointed by the Prairie Club Board of Directors
- In January of each year, the Historical Committee Chair submits names of committee members to the Board of Directors for approval
- All members must have active membership status

Committee Procedures and Activities

The procedures and activities of the Historical Committee include:

- Maintenance of Prairie Club historical materials and records and maintain in a chronological order
- Preservation of letters of historical significance, not general correspondence
- Maintenance of Prairie Club newsletters from the Prairie Club and the camps, flyers, and other publications of historical significance
- Maintenance of videographer records from the 100th Prairie Club Anniversary celebration
- Maintenance of an archive of mementos, photos and other articles that help document the history of the Prairie Club, including an outline of Prairie Club officers, committee chairpersons and Prairie Club members over the years
- Preservation of published magazine and newspaper articles of activities, position statements and other special publications issued by the Prairie Club, photographs of special events and other Prairie Club related activities that memorialize the Prairie Club and its mission
- Maintenance of a copy of the published book, "Outdoors With The Prairie Club"

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