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### 1. Position

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Historian – V070419

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### 2. Position Purpose

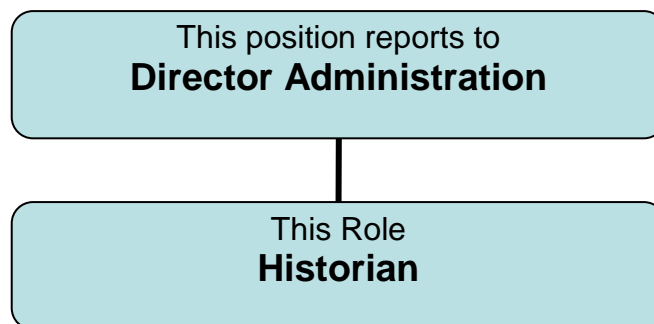
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Responsible to the Director Administration for the proper recording, storage and display of all historic Club and membership information

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### 3. Key Relationships

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### 4. Approved at Board meeting 7/4/2019

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### 5. Mandatory Requirement

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Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.



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### 6. Major Responsibilities

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- Maintenance of the records of each member's service to the Club and SLSA generally
- Maintenance of Club history and historical records
- Annually develop and submit for approval a budget to cater for the collection and storage of membership and historical records
- Liaise with Club Officers and SLSWA on the collection and collation of historical information
- Form a group of fellow members to assist as may be determined necessary
- Comply with the Club's constitution, policies and directions of the Board

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### 6. Primary Accountability

### Performance Measures

Club historical information collected and maintained

Budget developed and submitted for approval in a timely manner

Member records maintained

Meetings attended and reports submitted as and when required

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### 8. Required Competencies

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- Ability to organise and delegate tasks
  - Understanding of budget compliance
  - Intermediate Microsoft Office (or equivalent) experience
  - Communicate effectively and possess good interpersonal skills
  - Maintain confidentiality on relevant matters
  - Understanding of the importance and value of accurate historical records and information
  - Understanding of the Club's constitution and policies as applied to the records of the Club
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