

HISTORIAN-LIBRARIAN

The historian-librarian shall receive, collect and file information relative to activities of the club in a suitable book. She shall also determine an appropriate garden-related gift or honorarium to honor a retiring president, deceased past president, or member.

PROCEDURES:

1. Purchase an appropriate book used to create a "scrapbook" representing the entire club's history for the current year.
2. Keep an extra newsletter for each month to be included in the scrapbook.
3. Save pictures, clippings relating to monthly club activities to be included in the scrapbook.
4. Acquire a second yearbook to be used throughout the book.
5. Determine, if needed, board input for an appropriate garden-related gift or honorarium to honor a retiring president, deceased past president or member.
 - a. If a book is to be awarded to the Traverse Area District Library, the item must be ordered and presented to the library with a copy of the library's submission form. A letter should be sent to the member or family of the deceased indicating the selection and noting that it is currently in the library.
 - b. If an honorarium is to be awarded, notify the treasurer of the member's name being honored or remembered; and she will send a check to Michigan Garden Club's Scholarship Fund.
 - c. If a donation to an organization is to be made in memory or honor of someone, board approval should be obtained.