

# Rotary District 7610 District Historian

## Job Description

**Purpose:** To maintain the history of the district including all pertinent documents and photographs.

**Qualifications:** Have background knowledge of Rotary International, Rotary District 7610, and The Rotary Foundation. Have knowledge of district files policy and requirements that establish the categories of files and the age requirements to establish the designation of “Historical.”

### **Duties and Responsibilities:**

- Oversee the maintenance of all district history files
- Work with the governor, all district leadership, and clubs as necessary to keep information and files up-to-date.