
Historian Job Description

2024-25 Committee Chair: Anna Olecka

Date Updated: April 29, 2025

Purpose of the Committee:

Historian is responsible for documenting all of the Salty Sisters activities throughout the sailing year. This is accomplished by compiling a photo book which chronicles the activities of the year from the Annual Meeting in early October up until the Welcome Back Party of the following year. It is important for continuation of the Salty Sisters traditions to have a record of all events and all accomplishments of our membership.

Key Responsibilities:

- Document all events and all participants through the photo book
 - Each event and activity will include designated pages in the book. Documentation of each event and activity should be identified by name of the event & date held
 - Historian needs to obtain photos of all activities and names of all participants. For the weekly sailings a Co-Captain or Safety Ashore provide the Historian with a full list of participants, their roles and sail numbers for sailors.
 - For special events (such as the Rainbow) the Race Committee and/or Chairperson of the Rainbow would provide those details to the Historian.
 - For activities like parties, the key participants need to be identified. This includes the Social Committee, the Crew as well as any special masked characters.
 - Make every effort to get photos of Salties who aren't often in pictures, especially older ladies who are unable to sail and don't come regularly to lunches.
 - Make every effort to identify Salties in every photo possible and make sure names are spelled correctly.
- The book needs to include recognition of award recipients throughout the year.
- In a sad event of any Salty Sisters passing during the given year, a tribute needs to be included in the book.
- Among critical responsibilities of the Historian is completing the book and ordering prints in time for the General Meeting of the following year.
- Historian will do her best to produce the book within the budget designated by the board.
- The Historian's responsibility is organizing the display of the history books and photo boards on display before the Annual Meeting and at other times as deemed appropriate by the board.

Committee Composition:

- Presently the Committee consists of the Chair (or two Co-chairs if the nominated Chair chooses the second chair)
- Term length is 1 year

Meetings:

- Coordination with Event Chairs
 - Frequency As Needed

Deliverables/Goals for the Year:

- Produce the photo book in time for the Annual Meeting
- Print two copies of the book: one for the outgoing Captain and one for the Salties archives

Preferred Skills or Experience:

- Photography in high resolutions
- Ability to work software presently used to produce the photo book
- Ability to coordinate with event organizers
- Some editorial skills in writing comments in inscriptions in the book
- Helpful skill: knowing names of all active Salty Sisters (or identifying help in that regard)

Support Provided:

- Liaison with the Co-Captain (sailing), Social Committee Chair (parties) and the Cruise Chair
- Access to Shutterfly Software
- Access to our storage
 - The books are stored in the Electric Room (on the 2nd floor) in a metal cabinet. It may be necessary to get a key from the SPYC business office to access them.
 - The boards are stored downstairs in the cabinet in the hallway between the entrance and the lounge