



The Society of Flavor Chemists, Inc.

3301 Route 66 Suite 205, Bldg. C
Neptune, NJ 07753
(732) 922-3393
(732) 922-3590 (fax)
<http://www.flavorchemist.org/>

History Committee Job Description

Title:	<i>History Committee Chairperson</i>
Reports To:	<i>SFC President</i>

Job Purpose

- Maintain the history of the SFC organization by properly archiving its documents, records and memories.

Duties and Responsibilities

- The Historian Committee will work with other committees to provide a historical perspective of the organization.
 - The Committee will liaise with the Board of Directors, our managerial office as well as Publicity, Newsletter, Library and Membership Committees to maintain records vis a vis a historical perspective.
- It will work to assure the documentation archiving and safekeeping of the property of the Society.
 - The Committee will find and maintain a suitable storage for historical archives and documents.
- The Committee will research the history of past members and begin to develop and maintain a database of past members for future reference.
- The History Chairperson is appointed by the SFC President for a term of one year. Re-appointment must be made on a yearly basis.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Qualifications

- Must be a Certified Member
- Must be able to commit the time and resources
- Must possess computer and organizational skills

Working Conditions

This job requires attendance to every meeting held in the East Coast.

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Direct Reports

N/A

Approved By:	<i>Board of Directors 2006-2007</i>
Date Approved:	<i>May 14, 2007</i>
Reviewed:	<i>Mariano Gascon</i>

N/A

Approved By: Board of Directors 2006-2007

Date Approved: May 14, 2007 Reviewed: Mariano Gascon