

## **Presbyterian Women in the Synod of the Covenant**

Job Description: **HISTORIAN**

Purpose: To preserve the records of the activities of Presbyterian Women in the synod of the Covenant

Accountability: To the Coordinating Team of Presbyterian Women in the Synod of the Covenant (PWSOC/CT) and Presbyterian Women in the synod of the Covenant (PWSOC).

Responsibilities:

1. Serve on the Coordinating Team of PW in the Synod, attend all meetings of the CT and PW Synodwide Gatherings unless excused by the Moderator.
2. Gather and maintain historical records (news clippings, copies of PW magazine, programs, etc.) including writing an annual report for PW in the Synod which after approval by the CT would be forwarded to the Historical Foundation by March 1 of each year.
3. Submit a written and/or oral report to each meeting of the PWSOC/CT and present an annual written report at the Synodwide Gathering even if she is excused from attending.
4. Interpret the work of the PW historian and motivate PWP historians to keep an accurate history of their PWP.
5. Receive annual historical reports from PW in the Presbyteries.
6. Transfer records and reports to her successor within a month of leaving office.