

**Historian - Duties of
Transferred to Secretary Position, or as otherwise directed 11-19-2021)**

Duties of the historian are handled by the COF secretary or an appointee/assistant of the secretary.

The Central Oregon Flyfishers has been in existence since 1979, and in the period since has accumulated a legacy of friendship and activities and extensive records - some of them of legal importance. Significant records are stored mainly in a rented storage facility. The historian is responsible for the storage of COF records.

The major responsibilities of the historian are:

- Ensuring that past and present COF records are safely placed and maintained in the storage facility. Records to be stored include monthly board meeting minutes, financial records and treasure's reports.
- Creation of a master file for each year, including a copy of the year-end membership list and all records deemed necessary by the treasurer, secretary and board members.
- Maintaining a list of past presidents and award recipients:
 - Past president
 - Fly Fisher of the Year
 - Honorary Life Member
 - Conservation Award
 - Special Award
 - Recipients of fly boxes recognizing 30-hour volunteer service.
- Maintaining the COF perpetual award plaques by ordering nameplates for new recipients as they become known.

Records are stored in the COF storage unit. Keys to the unit are controlled by the COF vice president.