

**Florida Biomedical Society**

**FBS Historian**

**Job Description**

Appointed by President and the FBS Board – nonvoting member of FBS Board

**Purpose:** The purpose of the Florida Biomedical Society’s Historian is to serve as the institutional memory of FBS. Persevere documents, photos and other works of historical significates to the Florida Biomedical Society. Provide counsel and perspective to FBS Board on FBS Constitution, Bylaws and other noteworthy documents.

**Term of Service:** TheHistorian position should be considered a long term appointment with no term limits however, will serve at the Discretion FBS President and FBS board of Directors.

**Reports to:** FBS Secretary, President, Board of Directors and Membership

**Qualifications, Knowledge, Skills, Abilities:**

1. Shall be a member of FBS in good standing
2. Provide appropriate appearance and demeanor
3. Excellent organizational skills
4. Knowledge of the FBS Constitution and Bylaws
5. Good public relations skills
6. Demonstrate ability to collaborate with a diverse team
7. Good Microsoft Office and publishing software or equivalent knowledge
8. Skilled with Google Drive, Gmail, Adobe Forms and document management best practices
9. Basic management skills

**Duties and Responsibilities:**

1. Organize, prepare, collect and retain any memorabilia and pictures and preserve FBS historically significant items.
2. Keep long term records, photos, accomplishments and activities related to FBS.
3. Provide counsel to the FBS Board of Directors and membership.
4. Scan and/or digitize documents, photos and other media for long term storage.

1. Perform such duties as may be directed by the Board of Directors or at the president’s discretion when deemed to be in the best interest of the Florida Biomedical Society.
2. Maintain good standing status and attendance required by the Bylaws of FBS.

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_