

## Clubs and Events Board (CAEB): Historian

### **DUTIES AND POWERS OF EXECUTIVE OFFICERS:**

All Executive Officers shall:

1. Check office e-mail regularly
2. Maintain a binder record of duties and documents concerning their time as a member of the Associated Students Organization

Eligibility:

1. Executive Board officers must have a minimum of a 2.0 GPA in order to hold an office.
2. Executive Board officers shall be currently enrolled at Folsom Lake College and shall have completed or have in progress at least five (5) units during their tenure.

The Historian shall:

1. Work with the Website committee to document campus events.
2. b. Create a binder or permanent record of previous events.
3. c. Maintain social media accounts.