Altruistic

General Job Description:

The person in charge of History/Archives keeps a record of PARTA member deaths and copies of the Soundings newsletter in a scrapbook

Major Duties and Responsibilities:

Print out the obituaries of PARTA members if it was in the paper and put on adhesive paper for the scrapbook

Obtain copies of the Soundings newsletter for the scrapbook

Type up a list of deceased PARTA members for the year for the scrapbook

Take completed scrapbooks to the Archives department at Bradley University’s library to be stored

Minor Duties and Responsibilities:

Check with membership chairman to see if an educator who died was a member of PARTA

Let the altruistic chairman know of the member’s death so a sympathy card an be sent to the family

Purchase a supply of adhesive pages for the scrapbook