

Waterloo Historical Society Councillor

*Councillors form an integral part of the society's governing board
and their contributions are very much appreciated*

1. Must be a member in good standing; is appointed by the Board of Directors for a two-year term, announced at the annual general meeting in November.
2. Promotes the interests of the society in his/her municipality; informs the society about historical events in his/her geographical area, by contacting the president.
3. Attends two combined board of directors and councillors meetings, normally held in November and April, to observe, and report under New Business /Announcements and/or at the invitation of the president. Councillors are normally welcome to attend all board meetings as non-voting participants.
4. Publicizes the WHS in his/her area by: (1) helping the publicity chair promote WHS activities and publications in the local newspaper; perhaps writing a 'press release' specific to the area; (2) helping the WHS newsletter editor distribute newsletters and suggest items for the newsletter; (3) distributing brochures.
5. Coordinates with the membership chair to deliver annual volumes in his/her area.
6. Actively participates in updating WHS archives by: (1) keeping eyes and ears open for public events, historical documents, business papers etc. - anything to do with the area's history - and submitting to the archivist; (2) encouraging families and businesses to donate - or loan for reproduction - pictures, documents, historical items (or inform the archivist, who can then make the contact if the councillor chooses not to).
7. Works toward joining the board as a director.
8. Keeps WHS board and newsletter editor informed of events by sister organizations.
9. Assists with general meetings of the WHS, especially when held in his/her area; e.g. suggest meeting rooms, introduce/thank speakers, help with refreshments.
10. WHS recognizes that councillors (as well as board members) could be members in other historical organizations. If there is a question of precedence, e.g. archives, it should be discussed with the executive.
11. The WHS secretary will mail/email board meeting agendas and minutes to councillors.