

**General Officer Duties**

1. Attend monthly officers meeting (usually every 4<sup>th</sup> Thursday).
2. Bring speaker ideas for Branch meetings.
3. Bring ideas for other Branch events/trips.
4. Help as needed to conduct Branch meetings/events.

**Historian Duties**

1. Show up for each general meeting to take pictures (speaker, audience, interesting displays, etc.). If can't make a meeting, arrange ahead of time to have somebody else take the pictures.
2. Take pictures at special events held by the branch (field trips, seminars, plaque unveilings, etc.).
3. Post pictures on the web site (coordinate with Webmaster first for username and password):
  - a) Go to the Administration Site: <http://asceslo.org/admin/index.php>
  - b) On the sidebar look at "Input Photos" and "View Picture List".
  - c) Click on "Input Photos". Add the pertinent information (the old newsletter announcement is very helpful for meeting photos). Before clicking the CONTINUE button, the photo should be stored on your computer in the correct dimensions and file size (a .jpg of around 50k works well).
  - d) Oldest photos should be put in first since they are displayed in that order.
  - e) Click the CONTINUE button. Click the "Browse..." button and find the photo saved on your computer. Click UPLOAD PICTURE.
  - f) If the picture is incorrect, click the "Change Photo Image" button at the bottom of the page.
  - g) Double check how everything looks on regular web site when finished. Make adjustments as necessary.