

RECORDING YOUR CLUB'S HISTORY

Recording the history of individual clubs ensures that the ongoing history of our organisation, VIEW Clubs of Australia, will be preserved. This will ensure that future archivists will be able to maintain the archival records.

There are a number of ways for clubs to record their history but it is most important that the Inaugural Minutes be retained. These can be forwarded to the History Working Group for archiving if the club wishes. A photograph of the Inaugural Committee with names in full and position held is also helpful.

INFORMATION REQUIRED:

- Photograph of the new committee every year at the AGM with their full names printed underneath.
- Guest Speakers with photos and a brief outline of their address.
- Outings with photos and captions on where it took place.
- Birthdays – photos and summaries
- New members when they join – name, date, and perhaps photo
- Information if members resign or pass away
- Other special events – Bunnings BBQs, Mt Lofty Challenge, presenting items to The Smith Family
- General donations to The Smith Family
- Number of students.
- ALL PHOTOS NEED TO HAVE THE FULL NAME RECORDED – it is also important to ensure that members are comfortable with their photograph being used in any document.

PRESENTATION:

- As a monthly outline for each year with photos incorporated into the summary.
- As a photographic record of significant events throughout the year.

Many Clubs will have attempted to record their history for their first decade.

A copy may be sent to the VIEW History Working Group – preferably as a digital record to enable easy archiving.

This may be done annually and the Working Group will maintain the archival records for the future.

If possible it is recommended that the **Pre-Inaugural information** or formation details are included (if you have it) and then **the Inauguration of your Club.**

- Where possible include named photographs of VIEW Executive member and National Office representative and any local dignitaries together with the Inaugural Committee members and Inaugural members.

COMMENCING THE HISTORY:

- Begin with the Inaugural Minutes – if these are no longer in existence then speak to Inaugural members and check local newspaper for possible media items.

- Use AGM minutes for ongoing committee names and the President's report for information on the club activities
- Club Minutes may provide further information re guest speakers and significant events.
- Monthly newsletters
- Photo Albums or photos saved digitally to computers (always put names where possible – 20 years down the track no one will know who they were)
- Photos from albums can be scanned to your computer and then “dropped in” to the body of your work where required.
- Examples of club histories are available if required to provide ideas.

If you need assistance please email view.historymatters@gmail.com