

STATE HISTORIAN JOB DESCRIPTION

The State Historian shall be appointed by the State President for a 2 year term or to complete an unexpired term. The Historian shall be responsible for maintaining the State Board Album and Scrapbook, and the "What's In A Name" (from chapters) scrapbook. The Historian shall present to the Chapters, Anniversary year scrolls if directed by the Executive Board.

DUTIES:

1. May attend State Board meetings and State Council meetings as requested by the State President.
2. Shall set up a display of Albums/Scrapbooks at the annual State meetings.
3. Shall prepare an Annual Report in triplicate to be presented at the Annual Council Meeting. (One copy for your file, one for the Recording Secretary, and one for the State President's file).
4. Shall forward State and Chapter news items to the State Newsletter Editor.
5. Shall itemize expenses and attach receipts when requesting reimbursement for expenses from the State Treasurer.
6. Shall keep all files and historical records up to date and forward to successor promptly.

THE STATE ALBUM/SCRAPBOOK:

Shall contain an ongoing history of the State Organization. Include pictures of State Officers as well as information about State Chapters, meetings, etc. and other items of interest.

THE "WHAT'S IN A NAME" SCRAPBOOK:

As a new chapter is chartered, the Chapter name, number and charter date shall be recorded and the history of the name of the Chapter entered. A request from the chapter may be necessary for the history. Upon receiving a copy, send an acknowledgment to the chapter. Maintain the record of chapters in numeral order to aid and when presenting the Anniversary Scrolls.

ANNIVERSARY SCROLLS:

If authorized by the Executive Board, scrolls based upon the chapter's charter date shall begin commencing on the fifth anniversary of their date of charter and in five-year increments thereafter. This is done 6 weeks prior to the charter date.

Shall notify each chapter in writing, prior to the date of the anniversary explaining the way in which the scrolls will be presented. All anniversary scrolls shall be rolled and tied with blue/gold ribbons. (If mailed, ribbons shall be enclosed).

Revised Sept. 2025