



Chapter Historian Duties and Responsibilities

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Collect items of interest (e.g., programs, notes, cards, photographs, newspaper articles, other memorabilia) for inclusion in the chapter biennium archives.
- Take photographs at chapter meetings and functions or designate someone to take pictures.
- Share photographs for inclusion in various forms of media (e.g., chapter email/newsletter, website, social media, membership recruitment materials, etc.).
- Create print or digital chapter archives that include a written and pictorial history of chapter activities during the biennium. Go to the Resource Library on the International website for additional information on the written and pictorial history.
- Display chapter archives at state, provincial or national (S/P/N) meetings as requested by the S/P/N historian.
- Send materials requested by the S/P/N historian by the submission deadline.
- Participate in chapter ceremonies, as requested.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

Note: This office is optional. If there is no officer serving in this position, these duties and responsibilities are assigned as documented in the chapter policies and procedures and/or at the discretion of the chapter executive board.