

Operations Worksheet 13 – Historian
(Reviewed/Revised – March 2013)

The Historian is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The Historian shall maintain the Chapter Historical Book by:

1. Obtaining copies of relevant photos of Chapter activities and inserting them with identifying captions.
2. Obtaining and inserting copies of media articles pertaining to Chapter activities, Chapter members and events in which the Chapter or its members participate.
3. Maintaining supplies required to keep up the Historical Book, and presenting bills or receipts to the Treasurer for compensation.
4. With the assistance of the President, arranging for a member of the Chapter to photograph activities important to the history of the Chapter.