

## **HISTORIAN**

### **I. STATEMENT:**

The Historian shall keep a written record and a book of the history of this organization, and shall display it at the biennial business meeting. She is an elected officer and shall serve on the Executive Board.

### **II. DUTIES:**

- A. To attend all meetings of the Council, and Executive Board.
- B. To collect and preserve all printed materials of the organization.
- C. To compile a history book to be presented to the outgoing President at the end of the biennium.
- D. To receive and file biennial reports of the Board of Directors and Legislative Committees.
- E. To work with the outgoing President on transferring materials to the University of Utah Special Collections. Materials shall include minutes, agendas, bulletins, resolutions, and pictures relating to events, all pages must be labeled and dated.
- F. To deliver a file of all materials pertinent to the work of this office, including this job description, to the policy chair. The Historians completes her book after the tree planting ceremony. Tree planting generally takes place in May.

### **III. PROCEDURES:**

- A. Collect the Member Handbook, all bulletins, biennial reports, agendas, minutes, board and general and resolutions made during the biennium.
- B. Collect news articles of WSLC meetings and announcements and follow-up, which may include meetings specially called or that may be sponsored or co-sponsored by the Council.
- C. Collect news articles pertaining to WSLC members, past and present as listed above.
- D. Take pictures of all activities of the council including members, board members, speakers, and guests.
- E. Display the history book and collected records at the biennial business meeting of the General Membership and the Installation Luncheon.
- F. Work with the President to deliver all appropriate materials to Special Collections at the University of Utah.

### **IV. BIENNIAL REPORT:**

A report of the work of the historian to be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and the remaining three (3) copies to be distributed to the President, Recording Secretary and Historian.

**FOR REFERENCE:**

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair, and Immediate Past President.

Drafted August 2013

Adopted March 19, 2014