

## Historian

Revised August 2014 by Bobbie Snead and June Zink

1. The historian is selected and appointed by the Council for a one year term.
2. The historian is chairman of a committee and may select other members to be on the committee.
3. It is vital to have on the committee a person well acquainted with the Club and its members, activities and policies.
4. Soon after taking office the historian should provide the Vice President a description of the Historian committee activity for the Prospectus.
5. The historian is responsible for seeing that the files of the Chemeketan Bulletin are kept up to date.
6. The historian compiles a scrapbook of visual materials of the Club's leaders and members showing Club activities and outside activities. The historian also checks the obituaries in the local paper for deceased members. Photos, newspaper articles etc. are included in the album which is kept on the shelves in the Chemekeden library along with bound volumes of Chemeketan Bulletins. The historian will gladly accept personal photos, newspaper articles about club activities or members. This scrapbook album covers the year of the historian's term of office.

The Chemeketan website also contains archived copies of Bulletins 2005-2014 ([chemeketans.org/ebulletin\\_archive.asp](http://chemeketans.org/ebulletin_archive.asp)). This archive is more complete than the Bulletins page of the website because the web page began with issues observing more privacy for the trip leaders than earlier issues.

7. The historian scans all photos and news stories in the albums in the Den and archives them electronically.
8. The historian may be reimbursed for expenses incurred during the year. Receipts must be kept and submitted to the Treasurer for reimbursement.
9. At the end of the year the historian should prepare a brief summary of the committee's activities for the year and present it at the Annual Meeting. Names of that year's deceased members are read aloud followed by a few moments of silence to remember them.