**Purpose Scope Objective:**

The purpose of this position is to maintain a photographical history of the Chapter.

**Roles and Responsibilities:**

The role of the Historian Chair is to….

Three of the top key elements to success of this Executive Committee position include:

➢ Continually plays down egos, even when engaged in passionate discussions and

decisions

➢ Contribute significant voluntary time and effort to make the Chapter successful

➢ Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Additional responsibilities include:

1. Work with chapter webmaster to update chapter website as needed to ensure accurate and updated historical chapter information
   1. This includes maintaining photos of all past presidents and Executive Committee members.
2. ensure Executive Committee member pictures are current on the chapter website annually (Officers Begin July 1).
3. Ensure pictures are taken at Chapter events (and posted to chapter website) including:
   1. PDC’s/Chapter Meetings/Workshops.
   2. Scholarship and Certification Reimbursements
   3. Safe Employee Presentations
   4. Facility Tours
4. Solicit chapter historical pictures from members and electronically archive in location directed by the Executive Committee (Consider establishing a sub-Committee to help gather/review pictures).
5. Coordinate with affected Committee Chairs to maintain a yearly in memoriam site for Chapter members who have passed.
6. Establish a budget every year for Historian Committee expenses.
7. Establish a sub-Committee to help in gathering/reviewing pictures. (1 hour per month)
8. Assist Secretary with maintenance of Historical Files as needed

**Procedures:**

Monthly General Meeting:

1. Advise Executive Committee of any updates needed and continuous improvement suggestions.

**Resources:**

- Camera - Professional Photographers - Chapter Website - Access to Chapter Email

- Other Chapter websites - Other Organizations

**Continuous Improvement:**

This document will be updated annually by the Historian and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.