

RESPONSIBILITIES OF THE HISTORY COMMITTEE

Bylaws – ARTICLE X, Section 9

Chair – Appointed by the President

The committee consists of a Chair and the ten zone Historians.

RESPONSIBILITIES OF THE ASSOCIATION HISTORIAN

- (a) Collect, file and preserve any and all data and records which pertain to the establishment, growth and development of the Association.
- (b) Work with the Zone Chairs in assembling historical material.
- (c) Make reports to the Executive Board.
- (d) Encourage Zone Historians to keep accurate records and instruct them in the updating of Zone histories.
- (e) Report at the Annual Meeting.
- (f) Invite Zone Historians to participate in a two-day exhibit of materials at the Annual Conference.
- (g) Send communiqués to Zone Historians as needed.
- (h) Prepare a Historian's Book annually with information gathered in the files.
- (i) Take pictures and record oral history.
- (j) Send newsworthy material to the *YORK STATE* editor for publication.

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What may seem like wasted space in this spot is intended to provide integrity to the material on the pages following.

RESPONSIBILITIES OF THE ZONE HISTORIAN

The Zone Historian shall:

- (a) Maintain a historical record of the officers and committees of their zone activities, progress and member achievements.
- (b) Make periodic reports, as requested, by the Association Historian.
- (c) Send copies of pertinent information about the zone to the Association Historian.
- (d) Assist and instruct units in the reporting system which keeps the Association history and contents of historical records up to date.

RESPONSIBILITIES OF UNIT HISTORIANS

The Unit Historian shall:

- (a) Maintain a detailed record of the unit including officers and committees, number of meetings per year, accomplishments and activities, individuals honored, etc.
- (b) Keep material up to date.
- (c) Attend meetings called by the Zone Historian.
- (d) Send copies of pertinent materials to the Zone Historian.

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