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.

Revised March 2009

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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