

Historical Committee:

The Executive Board Liaison shall be the Recording Secretary.

- Conduct a minimum of four (4) committee meetings per year, either in person or via teleconference.
- Supply a photographic record of events and meetings whenever possible. Bring photo album and digital picture frame to General Membership meetings and Annual Workshop.
- Coordinate distribution of photos to Communications Committee for newsletter and website.
- Create and maintain a Division notebook for each calendar year.

Items to be included in hard copy:

- A table of content for item categories in the notebook
- An index for all items in the notebook
- Current Membership Directory
- Maintain an official listing of all honorariums and awards granted by the Division, with corresponding pictures of certificates, plaques, etc.
- Items sent/received on behalf of Division from the Corresponding Secretary
- Quarterly newsletters
- Flyers, handouts, memorabilia, and other pertinent information and items from the Conference Committee, for years the Division hosts the annual workshop
- Meeting minutes (originals, signed by the applicable Executive Board member)
 - General Membership meetings
 - Executive Board meetings, Southern Division
 - Executive Board meetings, Joint
 - Committee meetings

Items to be included on disk, stored in the notebook:

- Pictures taken at general membership meetings, annual workshops, and other events
- Pictures of Ways and Means items sold
- Electronic / scanned images of all hard copy items

For Division binders older than five years, scan hard copy content for electronic storage.

- Collect and preserve for safekeeping memorabilia and other items for the current calendar year, including Committee binders submitted for archiving.

Take detailed pictures of non-document memorabilia older than one year and archive through electronic storage, including an index of articles. (Suggested method of filing system is by subject/name, date and location of meeting where information was developed.)

Submit all non-document memorabilia to the Executive Board following the close of each calendar year for disposition.

- Store electronic documents and scanned items onto clearly labeled storage media such as data DVDs, thumb drives, etc. Maintain media in a single binder or storage box.
- Respond to requests from the Executive Board for current or archived information.
- Maintain safekeeping of committee “tools”, such as camera, digital picture frame, etc.

Refer to Standard Guidelines Number 13, Page 18, and Number 14, Page 19 and 20, for further details.