



JOB DESCRIPTION HISTORIAN

The duties outlined below for the Historian of an I.I. NCAR chapter are purposely comprehensive, and they can easily be adapted based on the needs of any chapter. [I.I. Chapter Bylaws Format](#) outlines essential duties for all elected chapter positions according to I.I. In addition, be sure to check your chapter's bylaws and standing rules.

OVERALL DUTIES

1. Records all chapter activities with photographs
2. Sends selection of photos to Corresponding Secretary for submission of Chapter Activity reports to I.I. H.Q.
3. Sends a selection of photos to the website or social media administrators for posting.
4. Maintains photos of all current members.
5. Stores physically or digitally all reports and documents received from all elected Board members and committee chairs.
6. May create a “keepsake” album for the outgoing President as a record of the chapter activities during her tenure.
7. Provides a printed or digital copy of all documents/records (including all bank statements) to the new Assistant Treasurer or new Treasurer and the Historian or online depository.