

Manual of Instruction

Section Name: Chairs

Section Number: 2.09

Title: Historian

Description: The Historian is responsible for preparing and maintaining the current year's history of New York State Women, Inc. and selecting the Local Chapter's History Award winner.

Structure of Committee: The committee is composed of the Chair and a minimum of two members.

Duties of the State Chair

- 1) The appointment of the Historian, for the following year's history, is made by the President-Elect with the approval of the Executive Committee
- 2) Prepare the current year's history:
 - a) Keep an accurate record of notable events and achievements
 - b) Record state meeting events – board meetings and annual conference
 - c) Prepare and present the document to the State President by the following year's Annual Conference
 - d) Distribute copies to the members who served on the Board of Directors during that year.
- 3) Distribute criteria for the Local Chapter History award
 - a) Notify the Local Chapters of the Local Chapter History Guidelines (TK 2.09)
 - b) With the Historian committee, select the winners and present the award at the Annual Conference

Duties of the Region Chair

- 1) The Region's Historian is appointed at the discretion of the Region Director
- 2) The Historian prepares the current year's history and presents the document to the Region Director at the conclusion of the year

Duties of the Chapter Chair

- 1) The Local Chapter's Historian is appointed by the Local Chapter President
- 2) The Historian prepares the current year's history; adds the material to previous year's history and presents the file/binder to the Local Chapter President at the conclusion of the year

Financial Implications

Refer to approved budget for approved expenses

Included in Toolkit

TK 2.09 Local Chapter History Award guidelines

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Effective Date: 4/6/2013

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* Underlined passages denotes wording from the NYS Women, Inc. Bylaws

Article XII: Duties of Officers, Section 1

Article XIV: Executive Committee, Section 2(d)