## Historical Committee

DUTIES

The Historian is an officer of the Old Guard and serves as the Chairman of the Historical Committee. The Committee consists of its chairman and one or more members at the direction of the chairman.

The Historical Committee helps the Historian to collect and record available information pertaining to past and current activities, special events, and notable happenings of the Old Guard and its members.

The Historian shall appoint one Committee member each month to prepare two articles for the Bulletin section entitled: —Just thought you would like to know—. The first entitled, “Twenty years ago,” should tell an event of events taken from an Old Bulletin. The second entitled, “Did you know that,” should report any informative fact of interest to the membership.

The Historian is the custodian of the files, records and all other historical matter collected over the years, including those of the other Committees. The organization of this information includes the establishment and maintenance of adequate indices and cross references.

PROCEDURES

Some of the sources of information used by the Historian and the Historical Committee to gather material for the permanent records are the Minutes of the Recording Secretary, records of the Treasurer and other Officers, Committee records, and notices and articles appearing in the press.

The Historian prepares an Annual Report and presents it at a regular Tuesday Birthday meeting early in the following year. This report includes data regarding meeting attendance, notable speakers, Ladies Day and other special events or happenings, trips, and special Committee activities.

The Historian files and records are kept in a special locked cabinet. The Historian and the Committee Vice-Chair have keys to this cabinet.

Records in the possession of the Historian include:

* General Meeting Minutes.
* Council Meeting Minutes.
* Reports and documents of officers and Committees.
* Historical Committee Annual Reports.
* Annual Directories.
* Monthly Bulletins listing programs and speakers.
* Photo Album of all Directors.
* Special feature articles reporting Old Guard activities.

For more information see the section on [**Officers / Historian**](#_Historian)in Tab II.

