

YOU the HISTORIAN

A historian prepares a narrative account of the society's activities during her term of office, which will become a permanent part of the society's official history.

The historian's narrative book often contains only reference materials that the organization has relating to its history. As our population has become more mobile, the requirements placed on the historian of an organization have become broader and more varied. Many officers and chairmen leave the area, and no records are passed on to their successors. Therefore, the historian is expected to fill the more traditional role of a true historian. That is, a writer and keeper of historical records.

Specifically, as the person elected or appointed by the organization to serve in the position of historian, you should prepare a narrative account of what the organization's activities and achievements were during your term of office. Detailed information should be given for all these activities and achievements.

Include in the book:

- ✓ Names of officers
- ✓ Names of committee chairmen and members
- ✓ Names of the parent organizations (Department) officers and chairmen
- ✓ Name of members serving on District, Department, and National levels
- ✓ Social activities
- ✓ Awards are presented to and by the organization, and the names of those honored. This may be expanded to other awards received by individual members.
- ✓ Representation at special events (name of event and representatives)
- ✓ Activities that occur after the book was written but before the term is complete should be recorded as an addendum.

Include in a scrapbook:

- ✓ Newspaper articles and notices
- ✓ Newsletters and notices
- ✓ Pictures of events
- ✓ Annual reports of officers and chairmen
- ✓ Invitations
- ✓ Citations
- ✓ Letters and greeting cards
- ✓ Napkins and favors from special events
- ✓ Mementos of visitations
- ✓ More pictures

Check the Department Historian's Guide for the rules to enter your books for judging.