

**ISA
POSITION DESCRIPTION**

SECTION HISTORIAN

Term of Office: 1 year; can be reappointed

Reports to: Section President

General Function: Maintain historical documentation for Section

Primary Responsibilities & Duties:

1. Provides historical perspective on Section plans when requested
2. Maintains documentation on Section activity for historical file: correspondence, meeting minutes, financial records, meeting notices, special event mailings
3. Prepare a written record (an index) annually of year's records

Resources Available:

Time Commitment: Minimal

Meeting Obligations: Section Executive Board meetings; monthly member meetings

Working Relationships:

1. Other Officers and Members: Interacts as requested at Executive Board and monthly member meetings
2. Staff: Provides information to staff when requested
3. Other

Qualifications: Willingness to attend the required meetings; knowledge of Section history

Method of Appointment: Appointed by the Section president or in compliance with the Section constitution and bylaws.