**Historian Duties**

1. **Overall Historian Duties:**

The Historian shall keep a record of the activities of the Council, both social and educational in the form of a memory book (digital or traditional) to be presented to the outgoing President at State Convention. She is responsible for taking pictures at all functions/meetings that she is attending. She may collect pictures from the State Photographer of the 3 State Events and any others the State Photographer may have. The Historian will use the pictures taken by the State Photographer and herself for the President’s Memory Book.

Deadline is set for pictures at least two months prior to the Convention date. This will give enough time to complete the book with any chapter pictures. She will make copies of the President’s letters after each state event for the Memory Book.

The Historian will preview all Torch issues for any articles published for Indiana Chapters/Members and add them to the President’s memory book.

The Historian will include a memorial section for those members who have passed away. She will ask the membership for pictures of those who have passed so they can be included.

The Historian, as an Executive Board member, shall attend all State Events. She will submit a report to the membership at each of the State Events. The Historian, as an Executive Board member, shall also attend the Executive Board Meetings before each State Event, and the Fall, and Summer Board Meetings.

The Historian shall update the Indiana State Council of Beta Sigma Phi History every year and have it placed on Website.

The History will begin with the Tea event and end with convention (change starting with the 2023/2024 year).

The Historian will have envelopes available at each State meeting for chapters to mail in their pictures. If chapters choose to prepare their own pages, she will add those to the President’s Memory Book. On State Day, the Historian will give dates for pictures or pages for memory book.

1. **Convention Duties:**

The President’s Memory Book can be any theme and in any order that you choose. Since the Memory Book overlaps in our yearly theme, the yearly theme cannot be used.

The President will be presented with her Memory Book prior to the awards ceremonies. She will also need to complete pages for that State Convention as it ends her year as President.

Note: Utilize the State Website as applicable to promote the histories or to request pictures for the President’s Memory Book.

Revised 1-30-24 Pam Fischer