

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11(G)
SPECIAL ASSISTANT TO THE PRESIDENT
FEDERATION HISTORIAN**

Incumbent serves as conservator of historic records for the California Federation.

I DUTIES & RESPONSIBILITIES

- A. Coordinate the collection of documents and materials of historic significance.
- B. Review and analyze documents to determine their historic value to the Federation and members.
- C. Prepare, organize and edit materials for publication of a historical record of events for distribution to interested persons. A fee shall be charged to recover printing and mailing costs.
- D. Maintain a reference library of historic materials and records for use by officers and members of the Federation.
- E. Performs as a repository for copies of important Chapter documents, including, but not limited to Chapter Incorporations papers, Chapter Charter, and Chapter Constitution and Bylaws. This service is available to all CSFC Chapters. Historian has no obligation to update documents received, or notify the chapters of any action required.
- F. Stores the records of closed chapters for a period of five (5) years, after which time if the chapter has not reactivated, the records will be destroyed provided that all remaining funds, no matter where being kept for safe keeping, have been properly distributed.
- G. Perform other duties as assigned.
- H. If no Federation Historian is appointed, the above Duties and Responsibilities should be performed by the Federation Secretary.