

**(INACTIVE)**  
**DUTIES OF THE STATE HISTORIAN**

According to the By-Laws there shall be the following standing committees: Nominating, Education, Publicity, Membership, Social, Ways & Means and others as deemed necessary in fulfilling the purpose of the organization.

The historian shall compile historical data of the Kansas State Council as directed by the president, preparing a state history. The position of Historian is now part of the Corresponding Secretaries duties.

Each committee might be asked to present a workshop at the annual convention and other times as planned in the program by the Workshop Coordinator.

As a member of the Kansas State Council Board of Directors you have voting power.

**OTHER DUTIES ASSIGNED**

- a) Attend all four state council meetings and the annual state convention.
- b) Maintain a file of your work including copies of letters, any helpful materials and suggestions, or ideas for your successor. *Do not use legal size paper.*
- c) Prepare articles for the *News & Views* when requested and other times when appropriate.
- d) Present a bill (*in triplicate*) for expenses to date at each council meeting, with a final bill being presented before the close or the fiscal year.
- e) Present workshops for state convention upon request.
- f) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) The President will meet with you to learn of your plans for the year at the first state council meeting. Be prepared to make a presentation at this time regarding your goals for the year.
- h) Compile a history of the Kansas State Council for the year. Include the following information in the state history book:
  - History of Convention
  - Resume of board meetings
  - Resume of leadership
  - List of State Officers -may include pictures.
  - List of Appointive Officers, including committee members -may include pictures.
  - Number of chapters in Kansas, list of chapters, name, number and town.
  - Identification of new chapters formed during the year, including pictures when possible. Identify where, when, and who chartered the chapter.
  - Outstanding projects or honors awarded (IC awards).
  - State philanthropic project information--Heartspring.
  - A copy or the philanthropic report prepared by the Second Vice President for entry into the IC competition. Include other information regarding special philanthropic projects during the year.
  - Report on the Kansas Care & Share fund.
  - Outstanding Chapter--brief resume, may include picture.
  - Outstanding Members--brief resume on each district entry.
  - Number of pledges in the state.
  - Miscellaneous items requested by the president.
- i) Be prepared to display the history cover at the current year annual state convention. Have the book completed in order that the president may display it no later than the following year's convention.

**(REVISED JANUARY 2013)**