

Historian
Appalachian Chapter of Central Pennsylvania
Healthcare Financial Management Association
Updated: January, 2003



BOARD LIAISON – President

GENERAL DESCRIPTION

The Chapter Historian is responsible for maintaining the historical archives of Chapter events.

DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR

GENERAL

1. Preside over committee meetings.
2. Assist in recruitment of members for Committee, preferably at least one who is a long term member (> 5 years).
3. Regularly report the status of goals and objectives and committee activities at Board meetings.
4. Maintain records, checklists and other resource information to provide for effective functioning of Committee.
5. Assist in transition of new Chairperson as necessary.
6. Provide to the President a one-half to one page summary yearly of Committee activities, highlights and achievement of goals and objectives, by April 1st for Annual Report.
7. Provide information related to Committee activities to the newsletter.
8. Attend Board meetings and Chapter educational events whenever possible.

SPECIFIC

1. Provide information to Officers and Board Members regarding historical operations of Chapter.
2. Provide one newsletter article per year regarding some facet of historical Chapter operations.
3. Design and assemble historical profile, scrap book, etc.
4. Organize and archive Chapter information.
5. Develop plan for permanent storage of necessary chapter records.
6. Provide information and photos for website.
7. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

TERM One Year