

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: HISTORIAN
(Updated 1/8/24)

Officer: Elected Position

Purpose: The Mission of the Unit Historian is to collect, chronicle, and preserve the History of the American Legion Auxiliary through photographs, documents, personal mementos and other artifacts.

Duties and Responsibilities:

1. Attend all Board and Regular meetings.
2. Attend events and take photos.
3. Ask for photos from members if I cannot attend the event.
4. Post photos and articles on our ALA Facebook page for our members to view and enjoy.
5. Send, via email, photos and articles to our IT tech, Miska, for posting on our website.
6. When requested, I send photos to our District Historian, Pat Burr.
7. Report to our E-Board, 1x month, on the history we have made.
8. Report to our General membership, 1x month, on the history we have made.
9. Report to District, 2x a year, mid-year report (November), end-of-year report (June).
10. Keep copies of E-Board meeting agendas, Minutes from meetings, and Informational flyers.
11. Keep copies of General Membership meeting agendas, minutes, and informational flyers.

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position**:

American Legion Auxiliary Unit Guide (page 51)

Duties of the Unit Historian: The unit historian is charged with the responsibility of recording the activities and accomplishments of the unit. Unit historians are encouraged to keep a factual continuing story of the accomplishments of each program in the unit.

Bylaws:

ARTICLE IV- UNIT OFFICERS

SECTION 1. The officers of this Unit shall be: President, First Vice President, Second Vice President, Secretary, Treasurer (the office of Secretary-Treasurer may be combined), Historian, Chaplain, Sergeant-at-Arms, Assistant Sergeant-at-Arms, Parliamentarian, Junior Past President and Five (5) Executive

Committee Persons. (Assistant Sergeant-at-Arms and Parliamentarian are optional.) (2019)

SECTION 2. The elective officers shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms & Assistant Sergeant-at-Arms and 5 Executive Committee Persons and shall be elected annually by majority vote at a meeting designated by a vote of the Unit, provided nominations and elections are held not earlier than April 1st or less than five (5) days prior to the opening of Department Convention. The Unit shall notify their membership and the District President of the time set for election. (2019)

SECTION 10. The Historian shall keep a complete history of the Unit. The Historian shall make an annual report to the Unit of the progress during the current year, and perform such other duties as may be assigned by the Unit President. (2019)