

## BCC Historian Job Duties

The historian assembles and preserves the record of activities and achievements of BCC and prepares the Annual Historian Report. Historian records, like minutes, should be kept forever.

### WHAT TO DO

- Review materials received from predecessor.
- BCC's year-to-year history and record book with narrative reports.
- Historically significant items, such as:
  - List of members
  - First bylaws
  - Copy of Corporate Documents
  - Historic photographs
  - Procedure book with copies of previous reports
  - Start a monthly calendar "diary" of activities and keep it current based on each new BCC year.
- Contact previous BCC historian for assistance, as needed. CONTENTS FOR HISTORY BOOK Keep written or printed account of the years' activities and key personnel for the permanent BCC History Record Book.
  - Include:
    - List of officers and chairmen with titles and addresses
    - BCC membership
    - Program and meeting topics (names of speakers and leaders)
    - Activities, projects carried out by BCC in the community
    - Any changes to bylaws
- List of recipients of Honorary Service, Continuing Service, Awards, and other special awards or recognition presented to or received by BCC.
- Present a summary of the year's history at a meeting near the end of the BCC year. Create a scrapbook of mementos, photos, press clippings, newsletters, fliers, etc., that do not go into the history book.

**ANNUAL HISTORIAN REPORT** It is the responsibility of BCC's Historian to prepare a Annual Unit Historian Report. The Historian or president, as designated in the bylaws, is responsible for completing the Annual Unit Historian Report. Submit the report to the Board before the start of the October Association meeting.