



Chapter Historian Duties and Responsibilities (This Office is Optional.)

*In the history of the world, we have left our footprints by our unique stories.
--- Lailah Gifty Akita*

Congratulations!

You are your Chapter's Historian, this Biennium's Keeper of the Archives, and it is your primary responsibility to record and present the history of your chapter. Collect ... Collate.... Create!
Here are your Duties & Responsibilities.

Collect and Assemble Information that Illustrates and Records the History / Events / Activities of Your Chapter in the Current Biennium

This is a cherished, informative and fun resource for your members. A brief summary of your duties can be found on the International website.

Record the Events of the Biennium to Create Your Chapter History

- The Written History of the Biennium begins at the moment of the installation of the new Executive Board.
- Keep a notebook and/or an electronic file to record the events as they happen. Waiting until just before the actual archives are due at the end of the biennium may cause pertinent events and information to be forgotten and not recorded.
- Get ahead of this final task and take notes as events happen. You will thank yourself nearly two years after the biennium begins!
- The Written History is not a required form for submission to the S/P/N, regional, or International historian. It is strictly for YOUR chapter!
- Here is a form to use as a guideline and the categories are suggested for your Written History. Use the ones that apply to your chapter.

S/P/N _____ Chapter
Biennium Dates _____

International President
International Executive Board Chairman
International President-Elect
International theme

International Vice President of the Region
Regional President
Regional President-Elect

Regional Membership Consultant
Regional theme

S/P/N President
S/P/N Officers
S/P/N Theme

Chapter President
Chapter Theme
Chapter Officers
Chapter Committees
Chapter Membership Roster
Chapter members serving at the S/P/N, regional or International level
Initiations during this biennium
Omega Chapter during this biennium
A copy of the program booklet
Chapter Altruistic Project(s)
Summary of the Chapter Altruistic Project(s)
Scholarships or Grants earned by members
Chapter Scholarships or Grants awarded to members or to others
Chapter Ways and Means activities
Chapter Awards (Membership, Net Growth, Program Award, Pearls, etc.)
Delegates and members attending Regional Conference or International Convention
Alpha Delta Kappa Month and Founders' Day activities
World Understanding activities
Other pertinent information about this biennium

Decide on the Archives' Format

- Whether it is in a paper (ie, traditional scrapbook) or digital / electronic format, decide at the start of the biennium as this will drive decisions made in the construction of the Archives. Ask for input from your chapter president as to her preference.
- Remember that you have options such as books made by Snapfish or Shutterfly (to name two) in addition to traditional scrapbooks and digital slideshows.
- If you are using a scrapbook format, decide on an 8" x 8" or 12" x 12" (recommended) sized pages. Use page sleeves and a loose leaf, ringed binder is recommended for the cover.
- If you are using an digital / electronic format, there are apps that will allow the creation of creative, scrapbook-style pages. Among these apps are *Comic Life for Mac and Windows* and *Digital Scrapbooking*. Note: pages created with these apps can be printed and used in a scrapbook.
- Beginning with the 2017 – 19 Biennium, the International Archives went digital and were posted on the International Website for all members to view.

Check to Find Out What Your State Historian Needs from You

- You will be contacted by the S/P/N historian to let you know what she is requesting for the S/P/N archives and what is her preferred format.

- In addition, she will pass along any requests from the Regional Historian or the Chairman of the International Archives Committee. Please help them out and fill any of their requests to the best of your ability.

Have a Basic List of Items to Include

- Your Archives should include at least the following (all photos should be labeled to the best of your ability):
 - The Written History of current chapter activities in the biennium
 - Photos of current officers, executive board, and committees
 - Captioned photos, news articles, and special programs
 - Special achievements, recognitions, or certificates received by members
 - Materials from state conventions, the regional Conference, and the International Convention
 - Photos of members currently serving at the State, regional or International level (officers or committee members)
 - Activities involving members
 - Photos of special events involving visits from S/P/N or International officers

Have a Plan!

- **COLLECT ... COLLATE ... CREATE!**
- Take photos at every event. If you are at the head table or cannot attend an event, ask others to take pictures for you.
- Whenever possible, identify the photos (print or electronic) with the event and the individuals.
- Record significant happenings by writing a summary AFTER each event
- Collect programs, favors, and newspaper articles for inclusion (use a scanned image for the digital / electronic format).
- Free Alpha Delta Kappa artwork can be found on the International website.
- If you are using a scrapbook format, use acid free materials including photo safe double sided tape, glue sticks and photo splits. Consider using acid free pockets or sleeves for materials that are not acid free. Display other media (CDs, DVDs, etc.) in pockets in the cover.
- ****STAY WITHIN YOUR BUDGET****
- Whatever your format, stay ahead of the curve by completing your “pages” as soon as you can after the event. Get these done while the information and the tone of the event are fresh in your mind and your intent for taking certain pictures is still obvious.

Participate in Your Chapter’s Initiation Ceremony.

- Depending on the ceremony that is used, you may be asked by your Chapter President to have a speaking part in the initiation of new chapter members.
- Be prepared to take pictures and record names during and after the ceremony. If you are an active participant, ask another chapter member to take pictures of the ceremony itself for you.

Enjoy the Experience!

- Serving as your Chapter Historian is a unique and rewarding experience. Enjoy every event, meeting, and interaction as you embark on this grand adventure.
- Most importantly, have fun!
- Celebrate all that is Alpha Delta Kappa!

