

Job Description for Historian

2327 L Street, Sacramento, CA 95816-5014

The historian assembles and preserves the record of activities and achievements of the PTA and assists the president in preparing the Annual Unit Historian Report (Annual Unit Historian Report 2.3.13a; Forms, Chapter 9). Historian records, like minutes, should be kept forever.

WhAT to dO

Review materials received from predecessor:

Unit's year-to-year history and record book with narrative reports.

Historically significant items, such as:

- List of charter members;
- First bylaws;
- Copy of unit charter;
- Historic photographs;
- Procedure book with copies of previous reports, *California State PTA Toolkit* material.
- Start a monthly calendar "diary" of unit activities, and keep it current based on each new PTA year.
- Decide on method for recording volunteer hours at all meetings and PTA events, and collect throughout year for totaling and reporting in Annual Unit Historian Report.
- Raise member awareness of value of volunteer hour tallying, e.g., advocacy at all levels, as a measure of in-kind services, publicity tool.
- Attend council/district PTA workshops for historians.
- Contact council/district PTA historian for assistance, as needed.

COntenTs for hisTORY BOOK

Keep written or printed account of the year's activities and key personnel for the unit's permanent PTA History Record Book. Include:

- List of officers and chairmen with titles and addresses;
- California State PTA convention delegatelist;
- PTA membership and school student enrollment numbers;
- Program and focus group topics (names of speakers and leaders);
- Activities, projects carried out by PTA in school and community;
- Any changes to bylaws;
- Record of members' volunteer hours (Volunteer Tally Sheet, Forms, Chapter 9).

Present a brief summary of the year's history at a meeting near the end of the PTA year. Consider a similar presentation at a school staff or school board meeting.

Create a scrapbook of mementos, photos, press clippings (Public Relations Coordinator 6.3.1), newsletters, fliers, etc., that do not go into the history book.

Present to the outgoing president, if desired, at term end, or keep with other unit materials.

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Display unit history books along with protected historical material (e.g., behind glass, in vinyl envelopes) and other memorabilia reflecting the unit's history.

Request an area in the school's front hallways for showcasing the unit's history in photos, souvenirs, etc. Collaborate with the Founders Day chairman and/or committee to promote the history of your unit during Founders Day activities.

Prepare the Annual Unit Historian Report with the unit president, and ensure that it is submitted through channels by the council or district PTA due date (Annual Unit Historian Report 2.3.13a; Forms, Chapter 9). Safeguard the history record book and other materials pertinent to the history of the association and transfer them to your successor.

AnnuaI uniT hisToriAn RePORT

It is the responsibility of every PTA unit 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 (Annual Unit Historian Report 2.3.13a; Forms, Chapter 9).

Submit the report by council or district PTA due dates through PTA channels, keeping one copy for the procedure book.

Collect and tally members' volunteer hours from beginning of PTA year (Volunteer Tally Sheet, Forms, Chapter 9). Members should be advised to project their volunteer hours for the last few months of the term according to planned PTA activities beyond the due date for submitting the Annual Unit Historian Report.

Compute the hours volunteered by members multiplied by an hourly "wage." Write a "fake" check and present to the school board or city to bring attention to the needs of the school and its children.

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- List of recipients of Honorary Service, Continuing Service, Golden Oak Awards, and other special awards or recognition presented to or received by the unit; and

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