



Historian

Section Position Description

General Description

Maintain membership and activity information for the section for historical purposes.

Term

One year. January 1 to December 31.

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the section's management process as they relate to preserving section history.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for preserving section history.
- Prepare or update the history of the section activities.
- Work with section secretary and membership chair to develop/maintain a binder that includes:
 - Section Operating Agreement
 - Meeting minutes of the current term
 - Conferences and courses sponsored or co-sponsored by the section, and any accompanying Memorandums of Understanding (MOUs)
 - Membership totals
 - Past section member leaders
 - Community events
 - Recognition activities
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- Attend SLC meetings and regular membership meetings.
- [Uphold Society Bylaws, Policies & Procedures, and the Section Operating Agreement.](#)

Qualifications

- Must be an ASQ member in good standing.
- Preferably will have been a participant in section committee activities.

Time Commitment

Approximately 1 – 2 hours per month (outside of section and executive committee meetings). Time commitment will vary depending on how well section records have been kept in previous years.

Resources

Member Leader Community of Practice Web site
<http://asq.org/member-leader-community/index.html>

The following resources can be found on www.asq.org. Sign in as a member.
[Member Leader Community of Practice](#) – [membership lists and reports](#) (totals)
[ASQ Bylaws, Policies & Procedures](#)