

## FCCA HISTORIAN RESPONSIBILITIES

October 2007

- ◆ The Historian's prerequisites are: (1) be an active FCCA member and (2) must have attended at least two annual FCCA conferences. The term of office for the above position is **two** years.
- ◆ The Historian is a member of the Board of Directors and fulfills all the duties and responsibilities of a Board member.
- ◆ Responsible for storing for reference all editions of the FCCA *Journal*.
- ◆ Takes annual conference and mid-year board meeting photographs.
- ◆ Maintains a photograph file and makes photographs available to the Editor of the FCCA *Journal*.
- ◆ Collects, reproduces, and stores all board correspondence for each year.
- ◆ Collects historical memorabilia from the membership.
- ◆ Prepares annual yearbooks for the FCCA and for the President (including the year's correspondence, photographs, and conference memorabilia).
- ◆ Collects and preserves conference photographs from FCCA's early years.
- ◆ Produces a historical display at each annual conference for the use and enjoyment of the attending FCCA membership.

Detailed information about the FCCA roles and responsibilities are located in the bylaws posted on the FCCA web site at <http://www.fcca.ws/docs/FCCABylaws3-14-06.pdf>.