



# 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](http://www.asq.org). Sign in as a member.  
[Member Leader Community of Practice](#) – [membership lists and reports](#) (totals)  
[ASQ Bylaws, Policies & Procedures](#)