



Historian

Section Volunteer Position Description

General Description

Maintain membership and activity information for the section.

Term

One year. July 1 to June 30.

Specific Duties and Responsibilities

- Work with Section Executive Committee to set goals/metrics to support the Section's management process as they relate to preserving section history.
- Communicate/report to the Section Executive Committee 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 to develop/maintain a binder that includes:
 - Section bylaws
 - Meeting minutes of the current term
 - Conferences and courses sponsored or co-sponsored by the section, and any accompanying Memorandum of Understandings (MOUs)
 - Membership totals
 - Past section volunteers
 - Community events
 - Recognition activities
- Send copies of section documents (listed above) to ASQ Archives for permanent storage.
- Attend section executive committee meetings and regular membership meetings.
- Uphold ASQ and section bylaws and policies and procedures.

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.

Related Documents:

- Archives home page: <http://web.library.uiuc.edu/ahx/asq/>
- Archives submission guidelines, <http://web.library.uiuc.edu/ahx/asq/transfer.htm>
- Archives e-mail: illiarch@uiuc.edu