



The Vermont Society of Sons of the American Revolution

Job Description

HISTORIAN/ARCHIVIST

The Historian/Archivist is one of a slate of officers elected at the regular annual meeting of the Society. He is elected by a majority vote of those members present and voting at the regular annual meeting of the Society and shall hold office for one year or until a successor is elected and installed in that office.

It is the responsibility of the Historian/Archivist to promote the History and Archival interests and activities that further the objectives of the Society by keeping a detailed record of all historical and/or commemorative celebrations and other activities of the Society. In so doing, the Historian/Archivist performs, but is not limited to performing, the following:

- Collects and maintains news articles, photos and other biographical materials on the Society's members (past and present) in order that he may prepare and submit at every annual meeting of the Society a necrology for the year then closing and prepare, submit and maintain biographical memorial sketches of deceased members in the Society's periodic Year Books when published and on the Society's website in the form of personal memorials linked to its "Compatriots Laid to Rest" page.
- Edits, prepares and submits for publication in the Society's periodic newsletters and other publications such historical addresses, essays, papers, and other documents of a historical character that serve to educate the reader on Vermont Revolutionary War history.
- Prepares for publication in the National SAR magazine photos and articles that serve to educate the reader on VTSSAR past current events and activities.
- Chairs the Society's Records Preservation Committee.
- Such other tasks which may be assigned to him, from time to time, by the President or Board of Managers of the Society.
- Reports on the activities for which he has been assigned at each meeting of the Society or Board of Managers. Reports so given shall be reduced to writing and

presented to the Secretary at each meeting for his attachment as an enclosure to the minutes of the said meeting.

Approved and Adopted By the Board of Managers July 22nd, 2010.
(date)

ATTEST: 
(Secretary)