

## **POSITION DESCRIPTION: Chapter Historian**

**Description at a Glance**, from DAR.org:

Chapter historians document and help plan interesting historical programs and encourage the celebration of patriotic occasions in their chapters and communities. Accurate accounts of such programs and observances should be included in reports to state historians and should also be recorded and preserved according to chapter bylaws.

Through this office also comes the granting of permission to mark graves of Revolutionary War patriots/soldiers, their spouses and daughters with DAR approved markers, permission to mark historic sites by the National Society, the state organizations and the chapters.

**Skills:** Organized, attention to detail. Experience with photography and digitizing/organizing files is helpful.

**Frequently used software/systems/apps:** Dropbox, photography editing/uploading software

### **DAR Resources:**

The Chapter Historian should refer to the State Historian as a resource, who in turn works with the NSDAR (national level) Historian General.

Helpful sites:

DAR.org (members site, search key words Historian General); Facebook group (not a sanctioned NSDAR site) called DAR Chapter Historians Forum

### **DUTIES per Standing Rules** (applicable to Lake Minnetonka Chapter):

The Historian shall:

- a. direct such historical work as may be requested by the chapter in accordance with the historical program of the National Society and of the Minnesota State Society;
- b. be the custodian of historical and biographical papers, which the chapter may acquire;
- c. take or obtain photos of chapter events;
- d. be responsible for digitizing chapter records and maintaining the Dropbox account.

**Most Frequent Contacts:** Chapter Regent, Vice Regent

**Timing of Work:** Chapter meetings and events