



OPERATING GUIDELINES

HISTORICAL COMMITTEE

I. OBJECTIVE

To describe the responsibilities and procedures of the Historical Committee. The purpose of the Historical Committee is to maintain and preserve information that traces history of the **MARSQA** chapter from its beginning in 1991 to the present time.

II. GENERAL DUTIES

- A. Maintain files of historical records/documents for **MARSQA**.
- B. Provide historical information to **MARSQA** officers and membership, as needed.

III. SPECIFIC DUTIES

- A. Contact membership, as needed, to request documents for the historical files.
- B. File the documents that are obtained.
- C. Files will be maintained by the Committee chairperson.
- D. Transfer documents to succeeding chairpersons, as necessary.

IV. PROCEDURES

- A. Obtain documents/photographs that identify and/or describe activities and events conducted by the chapter or document the formation of the chapter.
- B. Create an inventory of what documents are being maintained.
- C. Index and file documents so that they are accounted for and retrievable in a portable file and can be transferred to succeeding chairpersons.

V. RECORDS

The types of records to be maintained may include program flyers/information, newsletters, meeting minutes, guidelines, by-laws, names of officers and board members, photographs of board members and photographs from meetings.

VI. TIME REQUIREMENTS

The amount of time needed to maintain these files will vary depending on the number of documents that are received at a particular time. An average of a few hours to one day would be needed at each time point to add these documents to the files.