

Lambda Kappa Omega Sorority, Inc.

National Historian Job Description & Duties

Position Title

National Historian

Reports To

Staffing Director

Position Summary

The National Historian serves as the official recorder and preservationist of the chapter's /organization history, accomplishments, activities, and memorable moments. The Historian is responsible for documenting the chapter's past and present through written records, photographs, videos, scrapbooks, digital archives, and historical materials. This role ensures that the chapter's legacy, traditions, and milestones are accurately preserved for future members.

The Historian acts as the bridge between the chapter's past, present, and future by maintaining organized records and creating meaningful historical collections that reflect the chapter's growth, sisterhood, service, leadership, and achievements.

Core Responsibilities

Historical Documentation

- Record and document chapter events, activities, milestones, and accomplishments.
- Capture chapter memories through photography and videography.
- Maintain accurate records of chapter timelines, significant dates, and historical moments.
- Preserve chapter traditions, lineage information, and organizational history.
- Ensure all historical materials are dated, labeled, and organized properly.

Chapter Historian Book & Scrapbook Management

- Maintain and organize the official Chapter Historian Book and/or scrapbook.
- Ensure the historian book includes:
 - Sorority history and official spiels
 - Chapter-specific spiels

- Chapter lineage information
- Board and leadership information
- Presidential statistics
- Articles and publications
- Chapter activities and events
- Chapter firsts and milestones
- Youth information, awards, scholarships, and achievements
- Chapter and member awards
- Create a chapter highlights timeline documenting important events and accomplishments.
- Allow members to participate by signing yearly entries and milestone pages.
- Ensure books are securely stored and protected from damage.

Digital Preservation & Records Management

- Maintain a chapter flash drive or digital archive containing chapter photos and videos.
- Organize digital records by year and event.
- Preserve flyers, invitations, brochures, business cards, programs, and event materials related to chapter activities.
- Ensure all digital and physical records remain accessible and secure.

Chapter Reporting & Communications

- Work closely with the Chapter Secretary to ensure chapter accomplishments and good news are documented for national and regional publications.
- Submit chapter highlights and historical information when requested.
- Assist with collecting information for annual reports, presentations, and recognition submissions.

Meeting & Event Responsibilities

- Attend chapter meetings and chapter-sponsored events.
- Identify events and activities that should be documented for historical purposes.
- Request and collect photographs and materials from chapter members.
- Present historian updates during meetings when necessary.
- Pass historian books or scrapbooks around during meetings for member engagement and review.
- Submit receipts and budget requests associated with historian duties.

Annual Duties

January – December Responsibilities

- Maintain a yearly record of chapter accomplishments and activities.
 - Collect photographs, newspaper clippings, event programs, and chapter memorabilia.
 - Organize and update the chapter scrapbook and historian book.
 - Keep an accurate and updated chapter timeline.
 - Ensure all records remain neat, complete, and meaningful.
 - Preserve the chapter's story in a professional and engaging manner.
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Leadership Expectations

An effective Chapter Historian should demonstrate the following qualities:

Proactive Leadership

- Think ahead and plan for documentation needs before events occur.
- Anticipate historical preservation needs for the chapter.

Flexibility & Adaptability

- Adjust to changing schedules, environments, and chapter needs.
- Remain dependable during events and organizational transitions.

Communication Skills

- Work effectively with chapter officers, members, and committees.
- Request information and materials in a timely and professional manner.

Organization

- Maintain organized records, files, timelines, and archives.
- Ensure all historical materials are properly labeled and stored.

Resourcefulness

- Utilize available resources and creative methods to preserve chapter history.
- Develop efficient systems for historical preservation and organization.

Recognition & Engagement

- Highlight chapter successes and member accomplishments.
- Encourage member participation in preserving chapter memories.

Delegation & Teamwork

- Collaborate with members when collecting photos, memorabilia, and historical information.
 - Delegate tasks when appropriate during large events or projects.
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Preservation Guidelines

The Chapter Historian should ensure that:

- Historian books are durable and securely assembled.
- Photos and clippings are neat, clear, and labeled appropriately.
- All entries include dates and descriptions.
- Historical records remain professional, accurate, and visually appealing.
- Materials included in the historian book directly relate to the chapter and sorority.
- Scrapbooks and historical collections tell the complete story of the chapter.

Examples of materials to preserve include:

- Event flyers
 - Programs and invitations
 - Photographs
 - Newspaper clippings
 - Chapter correspondence
 - Awards and recognitions
 - Conference and travel highlights
 - Community service projects
 - Goal-setting documents
 - Special presentations and achievements
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Recommended Skills

- Strong organizational skills
 - Attention to detail
 - Photography and videography experience preferred
 - Written communication skills
 - Creativity and design skills
 - Ability to maintain confidentiality and professionalism
 - Basic digital file management knowledge
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Term Expectations

The Chapter Historian is expected to maintain consistent records throughout their term and properly transfer all historical materials, books, digital files, and archives to the succeeding Historian at the end of service.

Final Statement

The Chapter Historian serves as the guardian of the chapter's legacy. Through careful documentation, preservation, and storytelling, the Historian ensures that the accomplishments, traditions, sisterhood, and impact of the chapter are remembered and celebrated for generations to come.