



HISTORIAN

ABA Job Description

BASIC FUNCTION

Ensures that ABA history and records are maintained and information made available to members as required.

HISTORIAN QUALIFICATIONS

1. Have an interest in maintaining ABA history and records
2. Have basic organizational skills
3. Have time and interest in filling requests for information from members.
4. Have the ability and basic skills to access the internet and be familiar with the use of email.

CURRENT PROCEDURES

1. Ensures that the historical records of the ABA including a complete file of all Bell Towers are kept and preserved.
2. Keeps available researched material written by members, published books on bells, and other materials of value to members.
3. Stores a portion of Past President's pins.
4. Makes an index of material under each category in the historian's files.
5. Makes available to members, upon request, copies of any material on file. If the desired materials are extensive, the member will be charged the cost of copying and mailing materials.
6. Insures that all loaned materials are returned in accordance with established library rules. When possible, copies should be made and the requesting member charged for same.
7. All purchases and costs above budget must be approved by the Executive Board.
8. Update past President's resume at the end of each term.

All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

All ABA positions (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.



Historian

(Reviewed March 2023)

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.