



FARMHOUSE

FRATERNITY

PRESIDENT QUICK REFERENCE GUIDE



Chapter Historian Responsibilities

The Historian shall be responsible for maintaining a written, pictorial, and video record of the activities of the chapter. All chapter members should be aware of the responsibilities of the Chapter Historian and should elect a brother to this office who is consistently organized and thorough. The Chapter Director of Administration records proceedings of business meetings, but the Chapter Historian records the events and activities of the chapter outside of meetings.

The Historian is responsible for:

- Making certain that each initiate signs his name in the Chapter Register (Herd Book). Regularly checks the chapter's register to add new data; whenever alumni visit the chapter, review their history and makes it current.
- Ensuring that photographs and video are taken at all appropriate events.
- Maintaining a written record of all chapter activities.
- Maintaining a scrapbook that contains all interesting current events of the fraternity and its members. He should also enter important collegiate history. This material should be suitable for publication in the chapter newsletter and the school yearbook.
- Maintaining a file of all FarmHouse newsletters that are published each quarter, semester or school year.
- Compiling chapter history and preserving all records and materials. This includes the conversion of prior archives into a digital format.
- Assisting the Director of Administration in maintaining the chapter's website as well as ensuring that the appropriate materials are submitted (by March 1st each year) for the annual Outstanding Website Award.
- Maintaining all trophies and composites for the chapter. This includes all scheduling and arrangements for the composite.
- Making sure the scrapbook is kept visible for display at all appropriate times. It should be accessible to guests and is useful in recruitment. Also ensures that the current chapter scrapbook is brought to Conclave to be judged for the Scrapbook Award.
- Determining what items should be sent to the International Headquarters for the Archives.
- Giving historical presentations to the chapter and community as appropriate.

Questions to ask at the beginning of your term....

- Does the chapter have an established strategic plan for compiling history?
- Have I reviewed our historical records and documents? Do they need to be updated?
- Is there a plan developed to document events that happen throughout the year?
- Do I know how to operate web based programs to develop a scrapbook?
- Have we contacted a representative to present about the history of our fraternity or school?
- Who will be taking pictures at events?

Questions to ask mid-way through your term....

- Has a scrapbook been developed or updated?
- Have we taken pictures at events and compiled them in one location (digitally)?
- Has there been a presentation about the history of our fraternity or school?
- Is the website being update regularly? Have we started on the outstanding website application?