



AAUW NEW MEXICO HISTORIAN

STATUS: Serves as member of the Leadership Team. Appointed for a two year term with a limit of three consecutive terms by the President and approved by the Leadership Team.

QUALIFICATIONS: An interest in history and historical records. Ability to organize and categorize documents of all types. Knowledge of AAUW at the branch, state, and national levels.

VACANCY: Appointed by the Leadership Team upon recommendation of the President.

DUTIES AND RESPONSIBILITIES:

The Historian shall:

- Receive yearbooks and newsletters from each branch as available.
- Prepare a brief history of AAUW New Mexico annually. Have this history available at the state convention.
- Prepare a more comprehensive history of AAUW New Mexico for special anniversary years i.e.: 25th, 50th, etc. Have this history available at that year's state convention.
- Research questions concerning QQUW history as requested by the state president. Other state officers shall make such requests through the president.
- Receive material from state officers. Evaluate these materials for permanent storage or for disposal.
- Receive the records of discontinued branches. Evaluate these materials for permanent storage or for disposal.
- Place materials designated for permanent storage in the AAUW archive in Zimmerman Library at the University of New Mexico. Additional copies of such materials may also be placed in the AAW archive in the New Mexico State University Library.
- Encourage branches to properly maintain their historical records.
- Administer and account for historian's budget item. Submit a budget request for the coming year to the Finance Chair by April 1.
- Plan with successor for a smooth transition of responsibilities. Prepare materials and pass on permanent files before July 1 or the conclusion of office.

RESOURCES-Available at AAUW website

Records Management Guidelines for AAUW States and Branches [pdf]
Guidelines for Preserving State and Branch Archives [pdf]