

HISTORIAN OFFICER RESPONSIBILITY SHEET

- _____ Maintain a guest book to keep track of chapter visitor (for housed chapters)
- _____ Take photos at chapter events or arrange for someone to take photos
- _____ Prepare a chapter scrapbook each academic year
- _____ Educate chapter about Alpha Chi Omega and chapter history using previous scrapbooks and other chapter artifacts
- _____ Oversee upkeep of composites
- _____ Send a copy of the chapter composite to Headquarters each time a new one is produced
- _____ Serve as a member of the Communications committee.
- _____ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- _____ Train your successor.
- _____ Report to your committee chair (VP Communications) regularly.