

2.11. HISTORIAN

2.11.1. TERM: One year (appointed by the President)

2.11.2. PURPOSE: The historian will keep an accurate, up-to-date history of the organization.

2.11.3. DUTIES:

2.11.3.1. To maintain the Association's scrapbook

2.11.3.2. To attend Board of Directors' meetings

2.11.3.3. To display an annual formal account of the activities of the association for inclusion in the association's scrapbook (Written account provided by President's final report to the KSMA Board)

2.11.3.4. To write a 10-year cumulative record (beginning 1984) based on the previous annual accounts and add to the KSMA/KASL history

2.11.3.5. To display the association's scrapbook at the conferences

2.11.3.6. To collect and file newspaper clippings and other publicity items submitted by members

2.11.3.7. To encourage district level historians to maintain and organize materials related to local associations such as keeping up-to-date scrapbooks and displaying them at district meetings, and placing all pertinent materials in adequate files.

2.11.3.8. To prepare an annual written report, in triplicate, to be presented to the Board of Directors at the last KSMA Board meeting

2.11.4. EXPENSES:

2.11.4.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.

2.11.4.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

2.11.4.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA meeting. This will enable the treasurer to pay any bills and prepare the books for audit.

2.11.4.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

2.11.4.3.2. Invoices/receipts should be submitted as soon as possible.

2.11.4.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the rate of KLA mileage per car for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member' s home, \$50.00 per night lodging expense is allowed.

Revised October 18, 2002