

Midwest Regional Chapter Society of Quality Assurance



Position Description of Historical Committee

COMMITTEE

Composed of a chair and volunteers

- A MWSQA member appointed by the President and approved by the Board of Directors (BoD) to serve as committee chair
- All other members are MWSQA members in good standing

Responsibilities

- Maintain and expand the historical archive of documents and memorabilia on the chapter by:
 - Collecting relevant documents, memorabilia, etc. for inclusion in the archives
 - Arrange for photos to be taken during relevant chapter proceedings and events for inclusion in the archives.
- Periodically prepare a presentation (e.g. poster, power point, etc) on the history of the chapter to be displayed at chapter and national SQA meetings.
- Periodically present chapter history, such as chapter timelines, photos in chapter communications (e.g. newsletters, website, etc).
- Maintain historical files of membership lists.
- Track and record members serving as elected or appointed officials in the chapter's organization.
- Maintain historical file of chapter meeting minutes, agendas, handouts, and attendee lists
- Maintain a record of expenses and submit an expense plan to the BoD if annual expenses will exceed \$300.00.
- Transfer all applicable historical paper and/or electronic records to SQA for archival, as per the Guideline for Records Retention Chapter Procedure.
- Transfer all applicable historical records to the incoming chair and be available to assist with the transition.