



# Historian Duties

This document outlines the duties of the Chapter Historian according to Phi Sigma Pi's National Constitution. It should be noted, however, that this document is not all-inclusive. Additional duties may be assigned by the Chapter or sheltering institution.

The Historian shall:

- A. Keep, collect and preserve an accurate history of the Chapter;
- B. Be responsible for placing news items concerning the Chapter in local and collegiate publications;
- C. Provide the National Office with historical items of the Chapter at the close of the academic year at the Chapter's discretion;
- D. Be a voting Member of the Executive Board.

*Phi Sigma Pi National Constitution (Article XI, Section 11)*

Collecting and preserving an accurate history of the Chapter is a primary responsibility of the Historian. Here are some ways that the Historian may accomplish this:

- Collect photos and clippings to create a scrapbook that captures Chapter highlights throughout the year. This could be adapted into an electronic version if that would be easier to retain.
- Maintain a written history of the Chapter that includes key accomplishments and significant occasions of each term.
- Create a Chapter family tree and update each term to include new Members.

Email [pspoffice@phisigmapi.org](mailto:pspoffice@phisigmapi.org) to get approval from the National Office to ship your Chapter's historical items for storage.

Once approved for shipping, send the items to the National Office at 2119 Ambassador Circle, Lancaster, PA 17603.

The Historian may serve a public relations role or work with the Chair of the Public Relations Committee to ensure that news about the Chapter is published in local and collegiate publications.

Here are some examples of items that may be worthy of a press release:

- Celebrate the pinning of the Initiate Class
- Recognize newly inducted Members
- Announce a Chapter service event
- Acknowledge winners of National or college/university awards

You can find press release examples at [phisigmapi.org/resources](http://phisigmapi.org/resources).

Check out the Historian Resources under "Officers" at [phisigmapi.org/resources](http://phisigmapi.org/resources) for tools to help you excel in your role as the Chapter Historian.