



Mortar Board

Scholars...Chosen for Leadership...United to Serve

INK: Important news for chapter officers and advisors

Mortar Board Officer Guide: Historian

As chapter historian, you play a vital role in keeping Mortar Board's torch burning. Because of the annual turnover of each chapter's membership, keeping good records and creating a scrapbook to be passed on to the next chapter are incredibly important. These documents and mementos serve as touchstones to Mortar Board's past and aids to its future development.

In order to fully understand your role and responsibility as chapter historian, you should download and read the historian section on page 23 of the Officer & Advisor Handbook. In addition, this condensed officer guide may help you understand your role.

Start off right: research what the Historical Publication Committee may need from you

A special committee to compile the rich traditions, unique history and amazing stories of Mortar Board was developed in January 2005. This Historical Publication Committee wants the help of both collegiate and alumni chapters to ensure that each and every chapter's history is accurately preserved in the upcoming book. See what the committee may need from you here.

- Specifically, the group would like to receive the following materials from each chapter:
- A copy of the local chapter's history (for example, the history used in the chapter's initiation ceremony)
- The name and contact information of a person who can serve as a permanent contact person for your chapter's role in the national history project, such as an advisor or university faculty or staff member
- Photos (new or archival) of your chapter activities (Don't forget to identify the activity by name and date and give names of people in the photos, if possible)
- The Historian Annual Report, which is an update of the chapter's activities throughout the year (due May 15)

To view a list of what the Historical Publication Committee has received as of July 2009, please download the PDF document found at <http://www.mortarboard.org/publications/conference/HistoryCommitteeFlier.pdf>. If your chapter is missing any materials, please submit them as soon as possible by contacting Martha Tykodi, the chairperson of the committee, by e-mail at history@mortarboard.org, fax at 740-422-0333 or phone at 740-927-7613. Learn more about the project at www.mortarboard.org/history.

Review your chapter responsibilities

- Compile chapter history as it is made through the year
- Review Mortar Board's history in your Official Membership Booklet
- Maintain chapter archives
- Take pictures and if possible record chapter events with video technology (share these materials with both the chapter and national communications coordinator)
- Collect newspaper clippings, videos and important correspondence
- Prepare a scrapbook detailing events of the year (this could be a separate book for each year or one, ongoing scrapbook)
- Send required and requested information to the National Office for the Mortar Board archives
- Locate the chapter's charter on campus
- Read the chapter history at initiation; note that if there is not one compiled, the historian will need to research and write this information for presentation
- Orient your successor and turn over all materials
- Provide a historical summary for your chapter Web site
- Some chapters combine the historian position with other offices or chairmanships, and details on those responsibilities can be found in your chapter bylaws or records

Download the Officer & Advisor Handbook



Deadlines & Reminders

Check your files and with the National Office to see that all reports from last year have been submitted to reports@mortarboard.org!

October 15

- Forum submissions due

March 15

- Forum submissions due

May 15

- Historian Annual Report due

Tips

Hold anniversary celebrations for landmark years such as 10th, 20th, centennial, etc. If possible, celebrate during Mortar Board Week (Feb. 14-20, 2010), at homecoming, initiation or all of the above! Be sure to invite alumni and university officials.

Record dates throughout the year. Note history in the making by keeping a listing of meeting dates, activities, speakers, etc. for the development of the chapter history summary. Supplement written facts with photos and video.

Bring the past to present by occasionally bringing old scrapbooks to meetings, initiation, activities or officer transition for the chapter to look at before or during the event. Consider making brief

Know your national responsibilities

- Serve as a liaison to the Historical Publication Committee, who can be contacted at history@mortarboard.org
- Share chapter history with the National Office
- Submit Historian Annual Report by May 15

National reports for which you may be responsible

Report form	Due date	Responsible officer
Forum submissions*	October 15	Director of communications, historian or president
Forum submissions*	March 15	Director of communications, historian or president
Historian Annual Report	May 15	Historian

Sample timeline for the alumni chair

This timeline is meant to serve as a guideline only and does not incorporate all necessary responsibilities, such as those required by individual colleges and universities.

Summer (May - August)

- Prior to the end of the academic year, meet with the outgoing chapter historian to obtain his or her notes (saved in a binder/folder, data CD or flash drive) and get any tips for the coming year
- Meet with your chapter's president after he or she returns from the annual national conference in Chicago to discuss plans for the year
- Designate a binder or area to keep chapter notes, photos and/or videos throughout the year
- If your chapter does not already have a chapter scrapbook, meet with the chapter treasurer to discuss funds for obtaining a scrapbook and supplies for the year
- Find out whether your chapter has an existing group account on a photo-sharing site such as Flickr or Webshots. If not, set up an account and give all members access so that a variety of photos can be uploaded throughout the year.
- If your current chapter Web site does not have a history of your chapter, use your records and work with alumni to write a brief chapter history for the Web site
- Send your contact information and a copy of your chapter's history to the national Historical Publication Committee at history@mortarboard.org.
- Note your chapter's anniversary of being founded or chartered and decide how to celebrate it.
- Ensure that your chapter submitted the Historian Annual Report for the previous academic year by May 15

Fall (September - November)

- Meet regularly with the chapter executive board and/or advisors
- Attend all officer and general chapter meetings (held at least monthly throughout the academic year)
- Participate in all fall campus and chapter activities, events and service initiatives and take photos and/or video if possible
- If you are unable to attend an event, please designate an alternate historian or member to serve as historian in your place during these events.
- If your chapter does not have a director of communications and/or secretary, you may be responsible for submitting chapter updates for publication in the Mortar Board Forum magazine by October 15
- Collect any mentions of Mortar Board or chapter members in local or campus newspapers or publications
- Add photos and event descriptions (with dates and attendance rates) to the chapter scrapbook
- Keep notes so that you can update your chapter's history in the winter
- Regularly back up files to a data CD or USB flash drive

announcements about historical events held by previous chapters.

Keep in touch with the national Historical Publication Committee.

E-mail: history@mortarboard.org

Phone: 740-927-7613

Fax: 740-422-0333

Mail: 4932 York Road SW,

Pataskala, OH 43062

Read the monthly Mortar Board INK

The Mortar Board INK, distributed September through May from e-mail address enews@mortarboard.org, serves as a resource for officers and advisors of Mortar Board. This important newsletter includes:

- National deadlines
- Important reminders
- Chapter highlights
- Important announcements
- Ideas for projects, fundraisers and more

Officers and advisors reported in the Officer Address Information Form receive this newsletter. Please make sure all officers are reported on this form and subscribe.



Winter (December - February)

- Continue to attend all meetings, take notes and distribute minutes or newsletters to chapter members
- Participate in all winter campus and chapter activities, events and service initiatives and take photos and/or video if possible
- Celebrate national Mortar Board Week February 14-20, 2010 and record any chapter events for your group's historical archives
- Collect any mentions of Mortar Board or chapter members in local or campus newspapers or publications
- Add photos and event descriptions (with dates and attendance rates) to the chapter scrapbook
- Regularly back up files to a data CD or USB flash drive

Spring (March - May)

- If your chapter does not have a director of communications and/or secretary, you may be responsible for submitting chapter updates for publication in the Mortar Board Forum magazine by March 15
- Participate in all spring campus and chapter activities, events and service initiatives and take photos and/or video if possible
- Take photos and/or videos of chapter membership ceremonies such as tapping, orientation and initiation and share them with the National Office
- Update or write your chapter's history and save it for your chapter's historical records. Send this and the Historian Annual Report to reports@mortarboard.org by May 15.
- Participate in a chapter and officer transition; be sure to meet one-on-one with the new chapter historian to pass on your binder and files from the academic year and exchange contact information so they can contact you for assistance if needed

This is not intended to be a complete officer guide, but is a condensed version to give specific officers an idea of what to expect throughout the year. All officers and advisors should download and thoroughly read the Officer & Advisor Handbook for a complete guide of responsibilities.